

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|--|--|-----|-----|--------|------------|------------|--|---|
| 1. Fair trading practices | | | | | | | | |
| 1.1 Operate legally | | | | | | | | |
| 1.1.1 Compliance with applicable laws | <p>Applies also to SPO members.</p> <p>You comply with all applicable laws relevant to the scope of the Fairtrade standard.</p> <p>This includes national and local laws and regulations covering:</p> <ul style="list-style-type: none"> Human rights and labour rights, including child rights as per the International Bill of Human Rights and ILO conventions. Environmental protection, such as land use, water use, environmental protection, forest management, High conservation area (HCV) management and biodiversity conservation. Business practices: including tax, corruption (including bribery and extortion), fraud, third parties' rights, trade and customs regulations. <p>If an applicable law differs from the Standard Criteria, the stricter one applies.</p> | 0 | 0 | 0 | | N/A | | SPO 1.1.6, 3.2.30 HLO 1.1.4, 5.6.1 Trader 1.1.10 TEA/HLO 1.1.2 |
| 1.1.2 Respect land and water rights | <p>Applies also to SPO members</p> <p>You have legal and legitimate rights to land tenure and land and water use.</p> <p>You respect the land rights of local and indigenous peoples in line with relevant international conventions.</p> | 0 | 0 | | | N/A | <ul style="list-style-type: none"> HLO only official documentation demonstrating legal rights to the land for all plantations under the same company name (See 2.6.2.a Document management systems and processes) | SPO 117 HLO 1.2.4 |
| 1.1.3 Free, Prior and Informed Consent | <p>You have processes in place to obtain free, prior and informed consent from local and indigenous peoples for any actions related to land tenure and land and water use that may affect them.</p> | | 0 | | | N/A | 0 | HLO 1.2.4 |
| 1.1.4 Land and water rights dispute resolution | <p>Applies also to SPO members</p> <p>Disputes related to land tenure, land use and water use are resolved responsibly and transparently.</p> <p>In cases where claims and disputes are ongoing, there is evidence of an active legal resolution process.</p> | 0 | 0 | | | N/A | <ul style="list-style-type: none"> Documentation of process to ensure free, prior and informed consent Claims and disputes are on-going: documentation of the active legal resolution process. (See 2.6.2.a Document management systems and processes) | SPO 117 HLO 1.2.4. |
| 1.1.5 Legal entity to manage Fairtrade Premium | <p>You establish a formal body to enable workers to be the sole owners and be the beneficiaries of the Fairtrade Premium.</p> <p>Does not apply when national law prevents formal registration and/or no fixed assets have yet been acquired.</p> <p>This body is:</p> <ul style="list-style-type: none"> Recognised by law and registered by a public entity. Able to own property, enter into legal contracts and have a bank account. <p>You establish a separate bank account for Fairtrade Premium. Representatives from the Fairtrade Premium Committee and a management representative are joint signatories.</p> | | 0 | | | N/A | <ul style="list-style-type: none"> Legal Registration of entity to manage Fairtrade Premium Bank account showing joint signatures (See 2.6.2.a Document management systems and processes) | HLO 2.1.3, 2.1.5. |
| 1.2 Fairtrade premium management | | | | | | | | |
| 1.2.1 Responsible management of Fairtrade Premium funds | <p>You administer Premium funds responsibly.</p> <p>You have an accounting system that accurately tracks the Fairtrade Development Plan expenses and identifies transparently how the Fairtrade Premium is used.</p> <p>The Fairtrade Premium is used in line with applicable rules (See 18.2.2 Acceptable uses of Fairtrade Premium)</p> <p>There is no favouritism or fraud in the management of the Fairtrade Premium.</p> | 0 | | | | N/A | <ul style="list-style-type: none"> Accounting records showing how the Fairtrade Premium is used, (eg invoices, wire transfers or other proof of payment for premium expenses) (See 2.6.2 Document management systems and processes) | SPO 4.1.6, 4.1.11 |
| 1.2.1.a Responsible management of Fairtrade Premium funds | <p>SPO 2nd and 3rd grade</p> <p>Distribution of Fairtrade income (Price and Premium) received by the different member organisations is monitored by a surveillance committee (See 3.2.2 Surveillance Committee).</p> | 0 | | | | N/A | | SPO 4.1.5 |
| 1.2.1.b Responsible management of Fairtrade Premium funds COCOA | <p>Cocoa</p> <p>Applies only in Côte d'Ivoire and Ghana</p> <p>You have an accounting system that tracks and identifies price differential and Fairtrade Premium payments transparently. This means that you:</p> <ul style="list-style-type: none"> Prior to payment, communicate to all members the values to be paid per member in price differential and any Fairtrade Premium. You express the value of price differential and Fairtrade Premium payments either per kilo of cocoa if your organisation uses a quota system, or as a common value per member if your organisation uses an allocation system. On payment, provide receipts to members using the templates provided, detailing separately the values of the price differential and any Fairtrade Premium paid, with payment dates. After payment, publish information about the total value of price differential and Fairtrade Premium distributed to members with distribution dates, the total Fairtrade Premium the SPO received, and the proportion distributed in cash. Demonstrate in documentation separately the amounts of Fairtrade Premium and price differential received by the organisation. Demonstrate each cocoa season that the amount of price differential distributed to the members reconciles with the price differential received by the organisation. Report to members collectively (at General Assembly) on the total amounts of price differential and Fairtrade Premium distributed as cash, if applicable. | 0 | | | | N/A | | Cocoa 4.3.4 |
| 1.2.1.c Responsible management of Fairtrade Premium funds | <p>You provide information at Fairtrade Premium Committee meetings on the current Fairtrade sales to cross-check against the Fairtrade Premium received.</p> <p>Receipts are monitored by the management representative on the Fairtrade Premium Committee. This is reflected in the minutes together with the current Fairtrade Premium balance.</p> <p>All relevant books of the Fairtrade Premium account are available to all Fairtrade Premium Committee members.</p> | | 0 | | | N/A | <ul style="list-style-type: none"> Minutes of the Fairtrade Premium Committee showing monitoring of premium receipts All relevant books of the Fairtrade Premium account (See 2.6.2a Document management systems and processes) | HLO 2.1.12, 2.1.16 FLOWERS AND PLANTS 2.1.5 |
| 1.2.2 Fairtrade Premium management in case of decertification or dissolution | <p>You sign a legally binding agreement with the body registered to manage Fairtrade Premium specifying that if the company is decertified or dissolved, the balance of the premium account is:</p> <ul style="list-style-type: none"> either made available to the Fairtrade Premium Committee and is used for the ongoing and planned Fairtrade Premium projects or distributed among the workers within 3 months after decertification or dissolution in accordance with the laws governing the legal body. | | 0 | | | N/A | <ul style="list-style-type: none"> Legal agreement with the body registered to manage Fairtrade Premium (See 2.6.2a Document management systems and processes) | HLO 2.1.8 |
| 1.2.2.a Fairtrade Premium management in case of decertification or dissolution. FLOWERS AND PLANTS | <p>FLOWERS AND PLANTS</p> <p>You sign a legally binding agreement with the body registered to manage Fairtrade Premium specifying that if the company is decertified or dissolved the Fairtrade Premium Committee ensures fair and equitable sharing of the premium and any assets amongst the workers (where permitted by local legislation within a 6-month timeframe).</p> <p>If the Fairtrade Premium in the last year was above 150,000 EURO/USD (premium currency), you contract a financial audit company to audit your Fairtrade Premium accounts based on the use defined in the Fairtrade Development Plan.</p> | | 0 | | | N/A | <ul style="list-style-type: none"> Legal agreement with the body registered to manage Fairtrade Premium (See 2.6.2a Document management systems and processes) | Flowers and Plants 2.1.5 |
| 1.2.3 Financial audit of Fairtrade Premium accounts | <p>If the Fairtrade Premium received per annum is above 50,000 USD, the Fairtrade Premium Committee contracts an audit company to audit the Fairtrade Premium accounts.</p> | | 0 | | | N/A | <ul style="list-style-type: none"> Report from Fairtrade Premium audit (See 2.6.2 Document management systems and processes) | SPO 4.1.6 |
| 1.2.3.a Financial audit of Fairtrade Premium accounts | <p>At least 3 external audit companies are proposed by the management of the company, and one is formally appointed by the Fairtrade Premium Committee and General Assembly.</p> <p>The audit is paid from the Premium funds, or can be paid by the company upon agreement</p> | | 0 | | | N/A | <ul style="list-style-type: none"> Report from Fairtrade Premium audit (See 2.6.2a Document management systems and processes) | Flowers and Plants 2.1.4 |

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| 1.2.4 Fairtrade Premium Committee | <p>You establish a Fairtrade Premium Committee intending to manage the Fairtrade Premium and ensure it is used according to the rules (see 18.2.1 Purpose of Fairtrade Premium and 18.2.2 Acceptable uses of Fairtrade Premium).</p> <p>The Fairtrade Premium Committee operates under clear terms of reference (ToR) that are approved by the General Assembly and made available to members and workers in appropriate languages.</p> <p>The terms of reference include at least the following information:</p> <ul style="list-style-type: none"> Aims of the Committee; Composition (who are the members); How workers-members are elected; Procedures of the committee determining at least terms of office, frequency of meetings, how decisions are made, criteria for selection of Fairtrade Premium projects, documentation, and which reports should be delivered and what happens to the Committee if the company is decertified or dissolved; Internal regulations, responsibilities, especially who is responsible for finances; That all decisions on Fairtrade Premium use are approved by the annual general assembly (GA) of all workers; The delegate system for the GA, where applicable. How the interests of migrant and seasonal/temporary workers are taken into account. | | 0 | | | N/A | N/A | <ul style="list-style-type: none"> Terms of Reference for Fairtrade Premium Committee (See 2.4.1 Responsible persons and resources to support implementation) | HLO2.1.4. |
| 1.2.4.a Fairtrade Premium Committee membership | <p>The Fairtrade Premium Committee defines clearly the roles of management and any union representatives within the Fairtrade Premium Committee and communicates these to all members.</p> <p>Membership of the Fairtrade Premium Committee is determined in the following way:</p> <ul style="list-style-type: none"> The Fairtrade Premium Committee includes a majority of elected worker members and a smaller number of appointed advisors from the management. All worker members are democratically elected by workers in line with the terms of reference and properly documented. You explain to workers the purpose of the Fairtrade Premium (and the role of the Fairtrade Premium Committee before they nominate their worker members for election). Management advisors are appointed by management. Management advisors have a nonvoting advisory role. They assist and support the workers in the administration of the Fairtrade Premium. They have the right to block expenditure if it would violate rules for Fairtrade Premium use (see 18.2.1 Purpose of Fairtrade Premium and 18.2.2 Acceptable uses of Fairtrade Premium). The roles of management and any union representatives are clearly defined within the Fairtrade Premium Committee. The roles are written and communicated to all members. The composition of the Fairtrade Premium Committee reflects the composition of the workforce, taking into account gender, work areas, community membership, union membership, and, where applicable, migrant, temporary/seasonal and subcontracted workers. <p>You provide training to all members of the Fairtrade Premium Committee to ensure they can fulfil their functions.</p> | | 0 | | | N/A | N/A | <ul style="list-style-type: none"> List of members of Fairtrade Premium Committee (See 2.4.1 Responsible persons and resources to support implementation) The roles of management and any union representatives are clearly defined within the Fairtrade Premium Committee (See 2.4.1 Responsible persons and resources to support implementation) Records of training of Fairtrade Premium Committee members (See 2.6.3.a Document training) | HLO2.1.1, 2.1.9, 2.1.10, 2.1.13 Flowers and Plants 2.1.3 |
| 1.2.4.b Fairtrade Premium Committee functions | <p>The Fairtrade Premium Committee (FPC):</p> <ul style="list-style-type: none"> Meets regularly during working hours. Meets and consults with the workers during working hours to understand workers' needs and to discuss project ideas according to a meeting schedule agreed in advance with management. Regularly self-assesses its effectiveness in operating a transparent, participatory and democratic administration of premium money and implementation of premium projects. The FPC seeks external support in case the implementation of Fairtrade is not effective. | | 0 | | | N/A | N/A | <ul style="list-style-type: none"> Minutes of meetings of Fairtrade Premium Committee Results of meetings with workers Records of the self-assessment of effectiveness including the method used, findings and recommendations (See 2.4.1 Responsible persons and resources to support implementation) | HLO2.1.11, 2.1.14, 2.2.2, 2.2.3 Flowers and Plants 2.1.1 |
| 1.2.4.c Fairtrade Premium Committee | <p>For multi-estates, there is a Fairtrade Premium Committee in each affiliated/member organisation. If there is also a central Fairtrade Premium Committee, there is a system for elected delegates to represent each affiliated organisation.</p> <p>The central Fairtrade Premium Committee keeps records of Fairtrade Premium income and use, both in total and by the Fairtrade Premium Committee in each affiliated/member organisation.</p> | | 0 | | | N/A | N/A | <ul style="list-style-type: none"> Records of Total Fairtrade Premium income of the company, Distribution of the Fairtrade Premium to the local Fairtrade Premium Committees, Aggregated version of the individual Fairtrade Premium Plans. (See 2.6.2a Document management systems and processes) | HLO2.1.1, 2.1.2 |
| 1.3 Fair Contracting | | | | | | | | | |
| 1.3.1 Binding contracts | <p>You sign binding purchase contracts. It is the responsibility of the buyer to provide a contract that is in line with Fairtrade requirements.</p> <p>If you are a buyer, you define your role as payer or conveyor clearly in the contract.</p> <p>Applies to Payers and Conveyors</p> <p>Contracts follow industry regulations and the conditions defined by Fairtrade for contracting, pricing and payments for the product (See ANNEX A1 Contracts and Payments).</p> <p>Contracts clearly indicate, at a minimum:</p> <ul style="list-style-type: none"> FLO ID, and name of producer organisation (where available) Agreed volumes; Quality specifications; Price, including a detailed breakdown of the price calculation covering: Price defined in line with 17.1.1 Payment of market price and 17.2.1 Payment of Fairtrade Minimum Price Deducted or added cost items and their value, and conversion rate in case of processing. You may only deduct costs that are included in the Fairtrade Minimum Price. Amount of Fairtrade Premium to be paid (indicated separately from the price), including calculation of the Fairtrade Premium, and conversion rate in case of processing. No discount can be made from the Fairtrade Premium. Applicable price differential at a minimum, in line with 17.3 Price differentials Payment terms; Terms of delivery using international commercial terms (Incoterms); Mechanism to resolve conflicts, including applicable jurisdiction for legal dispute resolution if necessary, agreed by both parties; Equal contract termination rights for both parties; The organisation responsible for paying the Fairtrade price and the Fairtrade Premium; Form of payment, which is transparent and traceable; Date of the exchange rate to be used in case the payment of the Fairtrade price and the Fairtrade Premium is made in a different currency than the one defined in the Fairtrade Minimum Price and Premium Table; Terms and amount of pre-finance, if applicable; | 0 | 0 | | | N/A | N/A | <ul style="list-style-type: none"> signed purchase contracts (See 2.6.2 Document management systems and processes) | SPO 2.3.1, HLO 6.3.4. |
| 1.3.1.a Binding contracts | <p>Applies to Payers and Conveyors</p> <p>Contracts also clearly specify the modalities of payment for the price differential (if applicable) and the Fairtrade Premium, including timelines and the reporting system.</p> <p>FLOWERS AND PLANTS</p> <p>Applies to Payers and Conveyors</p> <p>Sourcing plans can be considered as contracts between the company and the buyer.</p> <p>At a minimum they clearly indicate the quality, price, estimated volumes, payment terms that are transparent, terms of delivery using international commercial terms and agreement on applicable jurisdiction.</p> | | 0 | | | N/A | N/A | 0 | Trader 5.1.2, 5.1.3, 5.1.4, |
| 1.3.1.b Binding contracts | <p>Applies to Conveyors</p> <p>Contracts also clearly specify the modalities of payment for the price differential (if applicable) and the Fairtrade Premium, including timelines and the reporting system.</p> <p>FLOWERS AND PLANTS</p> <p>Applies to Payers</p> <p>You buy most of your volume from producers, which you identify as your 'core producers' consistently.</p> <p>You purchase at least 60% of the annual Fairtrade volume from this group of core producers. The sourcing plan covers 12 months (when there is a year-round supply). The sourcing plan describes a maximum additional volume on top of the total that can be retrocertified (See 1.4.3 Retrocertification).</p> | | 0 | | | N/A | N/A | 0 | Trader 5.1.4 |
| 1.3.1.c Binding contracts FLOWERS AND PLANTS | <p>Applies to Payers and Conveyors</p> <p>Sourcing plans can be considered as contracts between the company and the buyer.</p> <p>At a minimum they clearly indicate the quality, price, estimated volumes, payment terms that are transparent, terms of delivery using international commercial terms and agreement on applicable jurisdiction.</p> <p>FLOWERS AND PLANTS</p> <p>Applies to Payers</p> <p>You buy most of your volume from producers, which you identify as your 'core producers' consistently.</p> <p>You purchase at least 60% of the annual Fairtrade volume from this group of core producers. The sourcing plan covers 12 months (when there is a year-round supply). The sourcing plan describes a maximum additional volume on top of the total that can be retrocertified (See 1.4.3 Retrocertification).</p> | | 0 | | | N/A | N/A | 0 | FLOWERS AND PLANTS 5.2.1 |
| 1.3.1.d Binding contracts FLOWERS AND PLANTS | <p>Applies to Payers</p> <p>You buy most of your volume from producers, which you identify as your 'core producers' consistently.</p> <p>You purchase at least 60% of the annual Fairtrade volume from this group of core producers. The sourcing plan covers 12 months (when there is a year-round supply). The sourcing plan describes a maximum additional volume on top of the total that can be retrocertified (See 1.4.3 Retrocertification).</p> | | 0 | | | N/A | N/A | 0 | FLOWERS AND PLANTS 5.1.1. |
| 1.3.1.e Binding contracts - Tripartite contracts FRESH FRUITS | <p>Fresh fruit - Oranges for juice</p> <p>You sign a tripartite contract between the producer, the price and premium payer and the conveyor, or you, as conveyor, share with the producer the contract that you have with the Fairtrade payer.</p> <p>The tripartite contract identifies, as a minimum:</p> <ul style="list-style-type: none"> the orange juice buyer, the quantity and price of the orange juice sold, the payment terms of the price differential | | 0 | | | N/A | N/A | 0 | Fresh Fruit 5.2.3 HL, 4.1.3 SPO |

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| 1.3.1.1 Binding contracts - Tripartite contracts COFFEE | <p>COFFEE</p> <p>Applies only in Colombia</p> <p>If an SPO acts as a trader by buying from another Fairtrade producer organisation, then sets the product to an exporter who sells to an importer that acts as the Fairtrade Premium and Price Payer, a tripartite contract is signed between the Fairtrade producer organisation, the SPO (acting as trader), and the exporter.</p> <p>The contract specifies that:</p> <ul style="list-style-type: none"> the exporter (acting as a conveyor of Fairtrade premium), will directly transmit the Premium to the SPO (acting as a trader). the SPO (acting as a trader) will be the price conveyor and will pay the applicable differentials (e.g. organic and prevailing) and the difference between the local price and price agreed with the Fairtrade price payer. The price that is paid cannot be lower than the Fairtrade minimum price. <p>The tripartite contract also identifies, as a minimum:</p> <ul style="list-style-type: none"> price paid by the SPO (acting as a trader) when purchasing from the other Fairtrade producer organisation. price paid by the exporter to the SPO (acting as trader), breaking down the price agreed, the differentials and premium. terms of payment of the Fairtrade Price, differentials and premium, to the other Fairtrade producer organisation from the SPO (acting as a trader) and the exporter. date on which the settlements will be made (Fairtrade producer organisation to the SPO (acting as a trader), and the SPO (acting as a trader) to the exporter). applicable exchange rate for the payments. deductions made for the services provided by the SPO (acting as trader) and the exporter. profit margins deducted by both traders. amount of coffee sold from the Fairtrade Producer Organisations to the SPO (acting as trader) | | | | 0 | N/A | N/A | 0 | Coffee 2.2.8, Interpretation Note for 2.2.8 |
| 1.3.2 Definition of the roles of payer and conveyor | <p>Trader: Applies to Payers and Conveyors</p> <p>You understand your role as Fairtrade Price and/or Premium Payer or Conveyor according to the following definitions</p> <p>Payer – the trader company that pays the Fairtrade price and/or premium at the level where the price is set (FOB or EXW).</p> <p>Conveyor – the trader (e.g. exporter) that passes on the Premium once received from the Payer and pays any applicable price differential (difference between the Fairtrade Minimum Price and the price already paid, if applicable.) to the producer.</p> <p>An alternative arrangement is allowed, provided it is agreed with all affected parties (including the producer), documented in writing and reported to the certification body. See ANNEX A12 Payer and Conveyor</p> | | | | 0 | N/A | N/A | 0 | Trader 5.1.1 Coffee 2.2.8, Fruits and vegetables (SPO) 4.2.2. |
| 1.3.3 Use of a broker | <p>SPO & HLO: Applies to all</p> <p>Trader: Applies to Payers and Conveyors</p> <p>If you use a broker, you make it explicit in the contract between the producer organisation and the buyer. Brokers can only act on behalf of one specified party. That party pays for the broker's service.</p> | 0 | 0 | 0 | | N/A | N/A | | Coffee2 2.4 |
| 1.3.4 Price to be fixed contracts COFFEE | <p>COFFEE</p> <p>SPO: Applies to all</p> <p>Trader: Applies to Payers and Conveyors</p> <p>In the case of price-to-be-fixed contracts, the producer organisation may fix the price before the harvest starts, with the agreement of the buyer.</p> <p>The producer organisation and the buyer jointly agree on a risk management strategy. The mutual agreement and the details of the risk management strategy are confirmed in writing.</p> <p>Prices are not fixed for longer than one crop period.</p> <p>If the Producer organisation requests a price-to-be-fixed contract, a buyer may only use a fixed-price contract in the following cases:</p> <ul style="list-style-type: none"> Auction systems that would invalidate a price-to-be-fixed contract, OR The producer organisation has the coffee in stock at the time of signing a contract, OR The producer organisation and the buyer agree that it is mutually beneficial to have a fixed-price contract and jointly agree upon a risk management strategy. The mutual agreement and the details of the risk management strategy are confirmed in writing, as a minimum, include shared cost structure, solutions based on harvest results, and any clause relating to the responsibilities of the producer organisation and the buyer. OR Price-to-be-fixed is against national law. | 0 | | 0 | | N/A | N/A | | Coffee 2.2.1., 2.2.2 |
| 1.3.5 Sales by auction COFFEE | <p>COFFEE</p> <p>If legislation requires that you sell coffee through an auction, and you sell via an exporter, you agree upon a reasonable margin for the exporter to cover the export costs.</p> | 0 | | | | N/A | N/A | | COFFEE 4.1.2 |
| 1.3.5.a Sales by auction COFFEE | <p>COFFEE</p> <p>Applies to Payers and Conveyors</p> <p>If legislation requires that you sell coffee through an auction, and you are an importer, you agree with the exporter upon a reasonable margin for the exporter to cover relevant costs.</p> | | | 0 | | N/A | N/A | 0 | COFFEE 4.1.2 |
| 1.3.5.b Sales by auction FLOWERS AND PLANTS | <p>FLOWERS AND PLANTS</p> <p>Applies to Companies and Regional Auctions</p> <p>If you sell Fairtrade flowers through a regional auction directly to the auction buyers and without an importer in between,</p> <ul style="list-style-type: none"> The auction becomes the Fairtrade payer. The premium shall be paid at 0% on top of the gross sales (clock) value. The premium is paid by the buyer of the Fairtrade flowers in addition to the gross sales price. All flowers are sold in packaging with the Fairtrade Certification Mark and producer FLO ID packed at the producer level to permit clear traceability. | | 0 | | | N/A | N/A | | FLOWERS AND PLANTS 5.5.1 |
| 1.3.6 Purchase by tender WINE GRAPES | <p>WINE GRAPES</p> <p>Applies to Payers and Conveyors</p> <p>You agree with producers that the purchase is made for a tender, and you clarify this in the purchase contract.</p> <p>You confirm whether it is a Fairtrade transaction or not, once the tender process is finalised.</p> | | | 0 | | N/A | N/A | | Fruits and vegetables (SPO) 4.5.19 Fruits and vegetables (HLO) 5.5.19 |
| 1.3.7 Honouring contracts | <p>SPO & HLO: Applies to all</p> <p>Trader: Applies to Payers and Conveyors</p> <p>You ensure that all elements of the transaction fixed in the contract are honoured, unless you and the other party agree to a change in writing.</p> <p>The price in the contract can only be modified if both buyer and seller agree to the change in writing.</p> <p>If Fairtrade International publishes new Fairtrade Minimum Prices, you will fulfil all signed contracts at the price agreed in the contract.</p> <p>If you become aware that exceptional and unforeseen circumstances prevent you from meeting (supplying or buying) the volume stated in the contract, you promptly notify the other party in writing and actively seek a solution.</p> | 0 | 0 | 0 | | N/A | N/A | | SPO 2.3.4, HLO 6.3.1, Trader 5.1.6 |
| 1.3.7.a Honouring contracts COFFEE | <p>COFFEE</p> <p>In case of a potential default against a contract, the producer organisation promptly notifies the buyer at a minimum of two months before the shipment date.</p> | 0 | | | | N/A | N/A | | COFFEE 2.2.7 |

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| 1.3.8 Trading with certified partners | <p>You trade Fairtrade products only with partners with a valid certification or verification. This includes:</p> <ul style="list-style-type: none"> Fairtrade sourcing partners- You purchase Fairtrade products only from Fairtrade producers or traders with a valid certification or verification. Sourcing from producer organisations- You purchase certified products from producer organisations and not from individual members of the organisation. If this is not possible, you demonstrate why and you have a framework contract in place to regulate the following details between you and the producer organisation: traceability, volume, price, delivery terms, payment terms and invoicing method. | | | 0 | N/A | N/A | 0 | Trader 1.1.4, 1.1.5, 1.1.6 |
| 1.3.9 Trading of unfinished products | <p>You sell unfinished product as Fairtrade only to the certified companies or to FSI Cotton verified or to registered OOH distributors or OOH point of sales.</p> <p>If you sell unfinished Fairtrade products to operators that are not certified, you make it clear to the customer (in writing) that the product is not sold as Fairtrade and cannot be claimed as Fairtrade.</p> <p>If you sell unfinished products as Fairtrade to registered OOH distributors or to OOH points of sales you are responsible for reporting on these Fairtrade sales volumes on Fairtrade platform.</p> | | | 0 | N/A | N/A | 0 | 0 |
| 1.3.10 Suspension | <p>If you or your buyer/seller is suspended from Fairtrade certification you do not sign new Fairtrade contracts unless you can prove you have an existing trade relationship.</p> <p>If you can prove an existing trade relationship you can sign a new contract with this partner up to a maximum of 50% of the volume traded with them in the previous year.</p> <p>In all cases you fulfil existing Fairtrade contracts during the suspension period.</p> | 0 | 0 | 0 | N/A | N/A | | SPO 2.3.2, HLO 6.3.2, Trader 1.1.7 |
| 1.3.11 Decertification | <p>If you or your buyer/seller is decertified, you stop selling any Fairtrade products from the date of decertification, even if you have signed Fairtrade contracts still to be fulfilled.</p> <p>If you are the buyer, you accept Fairtrade products that were traded before the date of decertification.</p> | 0 | 0 | 0 | N/A | N/A | | SPO 2.3.3, HLO 6.3.3, Trader 1.1.8 |
| 1.3.12 Quality claims | <p>Applies to First Buyers</p> <p>You document quality claims in full and communicate them to the producer as soon as they are identified.</p> <p>You do not make quality claims for quality problems generated beyond the responsibility of the producer.</p> | | | 0 | N/A | N/A | | Trader 5.6.1 |
| 1.3.12.a Quality claims | <p>If you receive a quality claim, you notify the buyer in writing in the following cases:</p> <ul style="list-style-type: none"> If the quality problems identified are caused by factors beyond your responsibility; If you will arrange a counter inspection by an authorised surveyor. | 0 | 0 | | N/A | N/A | 0 | 0 |
| 1.3.12.b Quality claims FRUITS AND VEGETABLES | <p>FRUITS AND VEGETABLES Applies to Sellers</p> <p>Within 2 working days after receiving your buyer's (or ripener's) quality claim, you notify the buyer (or ripener) in writing that you will arrange counter inspection by an authorised surveyor. You pay for and contract this surveyor, unless both parties have agreed otherwise.</p> | 0 | 0 | | N/A | N/A | 0 | Fruits & Vegetables (SPO) 4.5.7 Fruits & Vegetables (HLO) 5.5.7 |
| 1.3.12.c Quality claims FRUITS AND VEGETABLES | <p>FRUITS AND VEGETABLES You accept the reports of the authorised independent surveyors.</p> | 0 | 0 | 0 | N/A | N/A | | Fruits & Vegetables (SPO) 4.5.9 Fruits & Vegetables (HLO) 5.5.9 |
| 1.3.12.d Quality claims FRUITS AND VEGETABLES | <p>FRUITS AND VEGETABLES Applies to Traders</p> <p>To submit a valid quality claim, you include the following information:</p> <ul style="list-style-type: none"> •Precise data of the shipment: at minimum the date of loading, name of ship, total Fairtrade volume (number of boxes and kilos), port of destination and, if available, container identification. •A description of quality problems, including photos documenting the defect, and the extent of a specific quality defect (number of affected boxes per pallet or per container). •Evidence for the quality claim (extract of the temperature from packing up to the day ripening starts). •Clear quality claim paperwork. <p>If you buy products from an importer or another trader, you submit quality claims to the seller within 2 working days of receipt of the product, but not later than 30 calendar days after arrival of the fruit at the port of destination.</p> <p>When receiving a quality claim, you transfer it to the previous operator in the supply chain within 36 hours (excluding weekends and public holidays), unless you take responsibility for it and handle the claim yourself.</p> <p>If producers accept the responsibility for a quality problem, you charge only the costs of the product and the packing (FOB price), the cost of the transport (shipment until port of destination), the relevant import duties already paid for the affected part of the shipment to producers, sorting and destruction costs. These costs should be transparently proven. The date of the loading in the country of origin must be used for the currency conversion rate.</p> | | | 0 | N/A | N/A | •Documentation of quality claim | Fruits & Vegetables (SPO) 4.5.1, 4.5.4, 4.5.6, 4.5.6 Fruits & Vegetables (HLO) 5.5.1, 5.5.4, 5.5.5, 5.5.6 |
| 1.3.12.e Quality claims FRUITS AND VEGETABLES | <p>FRESH FRUITS AND VEGETABLES: Applies to Buyers and Ripeners</p> <p>You facilitate the counter quality inspection no later than 5 calendar days after the seller receives the quality claim.</p> | | | 0 | N/A | N/A | | Fruits & Vegetables (SPO) 4.5.8 Fruits & Vegetables (HLO) 5.5.8 |
| 1.3.12.f Quality claims FRUITS AND VEGETABLES | <p>FRUITS AND VEGETABLES Applies to Ripeners</p> <p>You submit quality claims to the seller within eight working days of receipt of the product and no later than 15 calendar days after arrival of the product at the port of destination.</p> <p>In case you also store the product, the time frame (eight working days from receipt of the product) for filing a quality claim only starts when the ripening process starts.</p> | | | 0 | N/A | N/A | | Fruits & Vegetables (SPO) 4.5.3 Fruits & Vegetables (HLO) 5.5.3 |
| 1.3.12.g Quality claims FRUITS AND VEGETABLES | <p>FRUITS AND VEGETABLES: Applies to Importers</p> <p>You submit quality claims for any quality problems that you detected yourself within 2 working days after release of the fruit at the port of destination.</p> | | | 0 | N/A | N/A | | Fruits & Vegetables (SPO) 4.5.2 Fruits & Vegetables (HLO) 5.5.2 |
| 1.4 Meet Fairtrade obligations | | | | | | | | |
| 1.4.1 Definition of small-holder producer organisation | <p>Does not apply to Beekeepers and wild harvesters</p> <p>You are an organisation of small-scale producers according to the Fairtrade definition. This means:</p> <ul style="list-style-type: none"> • At least two-thirds (2/3 or 66%) of your members are small-scale producers. • All small-scale farms are operated and managed by members and their families who are directly involved in farming activities. • Farm work is mostly done by members and their families. • Members' farms are equal to or below 30 ha OR comply with the maximum land size limitations defined for your product and country (See ANNEX A2, SPO Definition). • Members do not hire workers continuously, and they work on their own account, or do not exceed the number of workers defined for your product and country (See ANNEX A2, SPO Definition). <p>Members may hire permanent labour only under the following conditions:</p> <ul style="list-style-type: none"> • When the farmer is not able to carry out work on the farm (e.g. due to age, incapacity) and the work of the family members is not sufficient. • Your members comply with the land size requirements defined for the relevant product (See Annex A2, SPO Definition). <p>The Fairtrade definition of a small-scale producer prevails even if there is national legislation that defines a small-scale producer differently.</p> | 0 | | | N/A | N/A | 0 | SPO 1.2.1, 1.2.2, 1.2.3 Fresh Fruit 1.1.1, 1.1.2, 1.1.3 Fruits & Vegetables 1.1.2, 1.1.3, Cane sugar 1.1.1 |
| 1.4.2 Permission to trade | <p>You don't make any reference to products as Fairtrade certified before you receive the relevant permission from the certification body.</p> | | | 0 | N/A | N/A | | Trader 1.1.1 |
| 1.4.2.a Permission to trade | <p>For the certification of Fairtrade products, at least half (50%) of the volume of a Fairtrade product that you sell as Fairtrade per year is produced by small-scale producers as defined by Fairtrade (see 1.4.1 Definition of Small Producer Organisation)</p> | 0 | | | N/A | N/A | | SPO 1.2.4 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|--|--|-----|-----|--------|------------|------------|--|--|
| 1.4.3 Retrocertification | <p>Applies only to products that are eligible for systemic retrocertification (See Annex A3 Retrocertification)</p> <p>You sell your Fairtrade product as retrocertified in accordance with the rules defined by Fairtrade for the product, as set out in ANNEX A3. Retrocertification</p> <p>When you retrocertify a Fairtrade product you do the following:</p> <ul style="list-style-type: none"> • Inform your supplier of the retrocertification using a Retro Advice note and receive confirmation of the availability of requested volumes. The Retro Advice Note includes all required information as outlined in the retro-advice form (see guidance). • Inform the Certification Body before the transaction takes place. • Keep records of retrocertified volumes. | 0 | 0 | 0 | | N/A | | <p>Cane Sugar 4.8.1, 4.8.2, 4.8.3</p> <p>Flowers and Plants 5.6.1, 5.6.2, 5.6.3</p> <p>Fruits & Vegetables (SPO) 4.5.15, 4.5.17, 4.5.18</p> <p>Fruits & Vegetables (HLO) 5.5.15, 5.5.17, 5.5.18</p> <p>Tea Standard (HLO) 5.4.1, 5.4.2, 5.4.3</p> <p>Tea Standard (SPO) 4.5.1, 4.5.2, 4.5.3</p> <p>Cereals 4.1.1</p> <p>Fibre crops?</p> |
| 1.4.4 Declassification for non-Fairtrade sales FRUIT AND VEGETABLES | <p>FRUIT AND VEGETABLES</p> <p>Applies to Importers</p> <p>If part of any shipment cannot be sold as Fairtrade as a result of shortfalls in orders from your clients, or quality claims, you may apply "non-Fairtrade conditions" for the product under the following conditions:</p> <ul style="list-style-type: none"> • In the case of shortfalls in orders, you may apply "non-Fairtrade conditions" for the product up to a maximum of 10% of the volume of each shipment. In this case, you assume any financial losses related to shortfalls above this percentage. • You do not sell products paid under non-Fairtrade conditions due to shortfalls in sales and quality claims as Fairtrade. • You clearly mark the declassified product as "non-Fairtrade" on all documentation. In case you cannot remove Fairtrade references, you only use disclaimers that clearly state that the product is sold under non-Fairtrade conditions. • You keep a record of every transaction of non-Fairtrade sales that were originally ordered as Fairtrade. In the case of quality claims, you also record the costs related to the claim that were charged back to producers. • You do not sell the declassified product to a client (e.g. retailers) dealing with Fairtrade products if there is a Fairtrade label on the product itself. • You inform all operators in the supply chain, including the producers, about declassified Fairtrade transactions due to shortfalls in sales and quality claims within six weeks after arrival of the product in the port of destination. You explain the reason for the non-Fairtrade sales (quality claim or shortfalls in sales). • You get confirmation from the producer that they acknowledge the correct statement of transactions related to quality claims and shortfalls in sales, and the receipt of related payments of Fairtrade Price and Premium at least quarterly in the case of perennial products and at least yearly in the case of seasonal products. • You inform the certification body of every transaction of non-Fairtrade sales that were originally ordered as Fairtrade within six weeks after arrival of the product in the port of destination. In the case of quality claims, you also include the costs related to the claim that were charged back to producers. | | | | | N/A | | <p>Fruits & Vegetables (SPO) 4.5.10, 4.5.11, 4.5.13, 4.5.14</p> <p>Fruits & Vegetables (HLO) 5.5.10, 5.5.11, 5.5.13, 5.5.14</p> |
| 1.4.5 Avoid unfair trading practices | <p>You do not engage in unfair trading practices that damage the commercial interest of your sourcing or trading partners or make it difficult for them to comply with Fairtrade standards. Unfair Trading Practices include at a minimum any of the practices defined in ANNEX A4. Unfair Trading Practices.</p> | 0 | 0 | 0 | | N/A | | <p>SPO 118.</p> <p>Trader 5.8.1, 5.7.1 (part), 5.4.1 (part), 3.3.6 (part)</p> <p>Coffee 2.2.3, 4.1.3, 4.2.1, 4.6.1</p> <p>Fruits & Vegetables (SPO) 2.2.1, 2.2.2, 2.2.3, 4.2.4, 4.5.12</p> <p>Fruits & Vegetables (HLO) 5.4.4, 5.5.12, 5.6.1, 5.6.2, 5.6.3</p> |
| 2. Effective management and due diligence Systems | | | | | | | | |
| 2.1 Commitment to Fairtrade Principles | | | | | | | | |
| 2.1.1 Commitment to respect Fairtrade principles, human rights and the environment | <p>You have a written Commitment to Respect Fairtrade Principles, Human Rights and the Environment. In the document, you confirm that your organisation:</p> <ul style="list-style-type: none"> • Commits to uphold internationally recognised human rights, including labour rights as set out in ILO Conventions and the United Nations Guiding Principles (UNGPs) on Business and Human Rights. • Commits to protect the environment, including soil, water and biodiversity. • Avoids causing or contributing to adverse human rights and environmental impacts, and ensures that if any such impacts occur, they will be addressed. • Commits to comply with all relevant criteria in the Fairtrade Standard. | 0 | 0 | | | N/A | | <p>HLO 2.2.2, 4.1.1, 5.1.2, 5.6.5</p> <p>Trader 3.1.1, 4.2.4 (VBP)</p> <p>COCOA 3.2.1</p> |
| 2.1.1.a Commitment to respect Fairtrade principles, human rights and the environment | <p>You have a written commitment to respect Human Rights and the Environment</p> <p>The commitment confirms that your organization:</p> <ul style="list-style-type: none"> • Commits to uphold internationally recognised human rights, labour rights and environmental rights • Commits to conduct due diligence to avoid causing or contributing to adverse human rights or environmental impacts, and address such impacts where they occur. • The commitment is reviewed and is signed off by senior management. | | | 0 | | N/A | | <p>Trader 3.1.1.</p> |
| 2.1.2 Compliance with Fairtrade principles for additional entities | <p>You contractually require that the additional entities you work with comply with this standard, accept audits and do regular reporting as required to verify compliance.</p> <p>When you start working with a new additional entity, you register the new additional entity with the certification body.</p> | | | | | N/A | | <p>HLO 1.1.1.</p> <p>Trader 1.1.2, 1.1.3</p> |
| 2.1.3 Raising awareness of your Commitment to respect Fairtrade principles, human rights and the environment | <p>You raise the awareness of your key stakeholders, including your board, management, staff, members and workers, about your Commitment to respect Fairtrade Principles, Human Rights and the Environment and its implications for your operations.</p> <p>You ensure that everyone in your organisation understands the obligations and benefits of Fairtrade, in particular:</p> <ul style="list-style-type: none"> • The uses and benefits of the Fairtrade Premium and how Fairtrade Premium is managed • The roles and responsibilities for Fairtrade matters in your organisation and how to contact them • The implications of Fairtrade for your operations and the obligations it entails | 0 | 0 | | | N/A | <p>• Records of activities to raise awareness of your commitment to respecting Fairtrade principles, human rights and the environment (See 2.8.2.a Document Information & raising awareness)</p> | <p>SPO 1.1.5, 3.1.1</p> <p>HLO 2.2.1, 4.1.3</p> |
| 2.1.3.a Raising awareness of your commitment to respect Fairtrade principles, human rights and the environment | <p>You ensure that:</p> <ul style="list-style-type: none"> • Workers understand the different functions, duties and positions of the Fairtrade Premium Committee, other Fairtrade-related committees, and trade union/elected worker representatives. • All levels of management, including supervisors, understand the implications of Fairtrade for the company's operations (e.g. time needed for meetings during working hours). | | | 0 | | N/A | | <p>HLO 2.2.1</p> |
| 2.1.3.b Raising awareness of your commitment to respect Fairtrade principles, human rights and the environment | <p>You raise the awareness to your management and staff about your commitment to respecting human rights and the environment, and its implications for your operations. Your commitment is publicly available and you inform your immediate suppliers and subcontractors.</p> | | | 0 | | N/A | 0 | <p>Trader 3.1.3</p> |
| 2.2 Risk Assessment | | | | | | | | |
| 2.2.1 Risk and needs assessment | <p>You conduct an assessment to identify:</p> <ul style="list-style-type: none"> • The human rights and environmental risks related to your organisation, and which groups are most affected by these risks. • The development needs and priorities of your organisation and your members, workers, community and/or environment. <p>You complete an assessment of human rights and environmental risks using the Fairtrade Risk assessment tool. In your risk assessment:</p> <ul style="list-style-type: none"> • You include the findings from the Fairtrade Risk Map for your product and country. • You complete a self-assessment to identify how these risks affect your members and your organisation • You include relevant results from your last audit to complete the self-assessment. • You identify which of your members are affected by these risks, and any vulnerable groups who are, or could be, affected. <p>You consult with members to identify the impact of the risks identified, the groups that are most affected, and their needs. You ensure that women and youth, workers and other vulnerable groups are consulted and that their needs are included in your assessment.</p> <p>If you are certified against any of the certifications accepted by Fairtrade as evidence that action is being taken to mitigate human rights and environmental risks (See ANNEX A5. Accepted Certifications), you may provide evidence of a valid certificate and the latest audit findings in your self-assessment to reduce duplication of audit effort.</p> <p>You review the risk and needs assessment annually and include any changes in the Fairtrade Risk Map results and the findings from the latest audit.</p> <p>You update the risk and needs assessment at least every three years.</p> | 0 | | | | N/A | <p>• Risk Assessment using the Fairtrade self-assessment tool</p> <p>• Needs Assessment</p> <p>You may use the combined risk and needs assessment template provided by Fairtrade</p> | <p>SPO 3.1.2, 3.1.3, 4.1.1</p> <p>Cocoa 3.2.3</p> <p>Coffee 3.1.10</p> <p>Fruits & Vegetables (SPO) & (HLO) 3.1.3, 3.1.4</p> <p>Fresh Vegetable 2.1.1, 2.1.2</p> <p>Fruits & Vegetables 2.2.1, 2.2.2</p> |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---|---|-----|-----|--------|------------|------------|--|---|
| 2.2.1.a Risk assessment | <p>You conduct an assessment to identify the human rights and environmental risks related to your organisation, how they are affecting workers, local communities and the environment, and which groups are most affected by these risks</p> <p>You complete the risk assessment using the Fairtrade Risk assessment tool. In your risk assessment :</p> <ul style="list-style-type: none"> You incorporate the findings from the Fairtrade Risk Map for your product and country. You complete a self assessment to identify how these risks affect workers and your organisation You include relevant results from your last audit to complete the self assessment. You identify vulnerable groups and those who are, or could be, most affected by the identified risks. You use information from your grievance mechanism to identify risks of harm (See 2.6.3 Grievance mechanism). You consult with Workers and Worker representatives to identify the impact of the risks and the groups that are most affected and document the outcomes of the consultation in the self assessment tool. You include the findings of other risk assessments required by the Fairtrade standard in your risk assessment. These include: <ul style="list-style-type: none"> • Needs assessment for migrant and seasonal workers (see 7.3.7 Equitable benefits for all workers) Applies to Fruit and Vegetable companies in Latin America & the Caribbean • Health and Safety Risk Assessment (See 8.1.3 Health and Safety Risk Assessment) • Potential Health risks from irrigation water (See 13.1.5 Water quality & management of health risks) <p>If you are certified against any of the certifications accepted by Fairtrade as evidence that action is being taken to mitigate human rights and environmental risks (See ANNEX A5, Accepted Certifications) you may provide evidence of a valid certificate and the latest audit findings in your self assessment to reduce duplication of audit effort.</p> <p>You review the risk assessment annually and include any changes in the Fairtrade Risk Map results, the findings from the latest audit, and analysis of grievances received.</p> <p>You update the risk assessment at least every three years.</p> | | | | | N/A | • Risk Assessment using the Fairtrade self-assessment tool | HLO 4.2.1, HLO VEG 2.1.1 and 2.1.2 |
| 2.2.1.b Human rights and environmental risk assessment | <p>You identify the human rights and environmental risks related to your Fairtrade supply chains and own operations at least every three years. You do this in the following way:</p> <ul style="list-style-type: none"> • Applies to organisations that have an existing human rights and environmental risk assessment for their business operations. You identify which of these risks are relevant for the main commodities and sourcing countries in your Fairtrade supply chain. You consider external data and research which include reference to the Fairtrade International Risk Map. • Applies to organisations that do not have an existing human rights and environmental risk assessment for their business operations. You use the Fairtrade Risk Map to identify the most serious risks and challenges in your main Fairtrade commodities and countries. <p>In your risk assessment you:</p> <ul style="list-style-type: none"> • Assess which risks and challenges are most serious. • Identify the vulnerable groups of people who are or could be impacted more than others. • Identify which of your company's practices cause or contribute to these issues. • Consult your staff and your immediate fairtrade suppliers to prioritise the risks and challenges to be addressed first. | | | | | N/A | 0 | Trader 3.2.1 |
| 2.3 Action Planning | | | | | | | | |
| 2.3.1 Action plan (Including plan for use of Fairtrade Premium) | <p>You develop and implement an action plan including:</p> <ul style="list-style-type: none"> • All planned activities to support compliance with the Standard to address the risks identified in your risk and needs assessment. • The priorities for use of Fairtrade Premium based on your risk and needs assessment. • Which activities you plan to fund with Fairtrade Premium - making sure that all the activities to be funded with the Fairtrade Premium are included in the plan. • Reasonable budget for activities you plan to fund with Fairtrade Premium, based on expected Fairtrade Premium income. <p>For each activity in the action plan you include:</p> <ul style="list-style-type: none"> • the description of the activity (what you plan to do); • the objective of the activity (why you plan to do it); • the timeline of the activity (by when you plan to do it); • the responsibilities (who will be in charge of doing it); • the case you need to spend funds, the budget of the activity (how much you plan to spend) <p>You consult in an inclusive and meaningful way with members, including workers and vulnerable groups, to identify activities in the action plan and priorities for the use of the Fairtrade premium.</p> <p>You present the action plan to the General Assembly (See 3.1.7 General Assembly), which approves it before any activities are implemented.</p> <p>Every year, you complete your planned activities, and you update the plan by planning at least one additional activity to be approved by the General Assembly.</p> | | | | | N/A | • Action Plan | SPO 4.1.2, 4.1.4, 4.1.7, 4.1.9 Coffee 3.1.11, 3.1.12, 3.1.13 Fruits & Vegetables 3.1.3 Fresh Vegetables 2.1.3 Fruits & Vegetables 2.2.3 |
| 2.3.1.a Action plan (Including plan for use of Fairtrade Premium) | <p>You ensure that you have an action plan, which benefits all Fairtrade member organisations. The Action Plan includes:</p> <ul style="list-style-type: none"> • the total Fairtrade Premium income, • the allocation system to the member organisations (See 18.2.3.a Fair Distribution of FT premium for multi-estates and 2nd and 3rd grade SPOs) • the Fairtrade Premium decisions taken. <p>Organisation Delegates consult members from their organisations to develop the action plan.</p> <p>If Fairtrade Premium is channelled to the member organisations directly, you keep documentation of the action plans of all the member organisations showing how Fairtrade Premium will be spent.</p> <p>You present the action plan to the General Assembly of members or delegates (See 3.1.4), who approve it before any activities are implemented.</p> | | | | | N/A | | SPO 4.1.3, 4.1.7 |
| 2.3.1.b Action plan (Including plan for use of Fairtrade Premium) COCOA | <p>COCOA</p> <p>You include a centralised plan for training and other support activities based on the needs of your members in your Action Plan. You implement and regularly adapt the plan.</p> | | 1 | | | N/A | | Cocoa 3.1.10, |
| 2.3.2 Action plan | <p>You develop and implement an action plan including all planned activities to support compliance with the Fairtrade Standard to address the social and environmental risks identified in your risk assessment.</p> <p>You consult in an inclusive and meaningful way with workers, worker representatives, trade union representatives and vulnerable groups to identify activities and priorities in the action plan.</p> <p>You present the action plan to worker representatives and the General Assembly (See 3.1.7a General Assembly), who approve it.</p> <p>You share the action plan with trade unions representing workers in the company.</p> <p>You revise the action plan annually to keep it up to date.</p> | | | | | N/A | Action plan | HLO 4.3.2, |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---|---|-----|-----|--------|------------|------------|---------------|---------------------------------|
| 2.5.1 Document relevant policies and procedures | <p>You develop and implement policies to protect Human Rights and the Environment in compliance with the Fairtrade standard. You may use the Template for Human Rights and Environmental Policies and Procedures provided by Fairtrade.</p> <p>You ensure that groups directly affected by these policies and procedures are involved in their development and implementation (e.g., members, workers, women, vulnerable groups, etc.).</p> <p>You inform all relevant stakeholders about your policies and procedures, including management, staff, members, workers, buyers and suppliers.</p> <p>You review and, if necessary, revise your policies and procedures at least every three years.</p> | 1 | 1 | | | N/A | | HLO 4.1.2, 4.3.1 Cocoa 3.2.5 |
| 2.5.1.a Document relevant policies and procedures | <p>Relevant policies and procedures may include any or all of the following, based on the results of your risk assessment and applicable criteria:</p> <p>Applies to all:</p> <ul style="list-style-type: none"> Grievance procedure for managing complaints (See 2.6.3 Grievance Mechanism) <p>Applies to medium and high risk:</p> <ul style="list-style-type: none"> Forced Labour Policy (See 5.1.2 Prevention of forced labour) Child Labour Policy (See 5.2.2 Prevention of Child Labour) Policy to prevent and address Discrimination (9.1.2 Prevention of discrimination) Policy to prevent and address Abuse, Harassment & Violence, including sexual harassment and Gender Based Violence (See 9.2.2 Prevention of Abuse, Harassment & Violence, including sexual harassment and Gender Based Violence) Procedure to prevent deforestation and degradation of vegetation (See 12.1.2 Deforestation prevention) <p>Procedure to ensure there is no use of hazardous materials on the Fairtrade International Red list in your Management System (See 15.3.2 No use of Hazardous materials on the Red List)</p> <p>Plan for reducing and phasing out the use of Orange List materials in your management system (See 15.3.3 Conditions for use of materials on the Orange List)</p> <p>Applies to high risk:</p> <ul style="list-style-type: none"> Remediation procedures (see 2.7.1 Remediation procedure), including <ul style="list-style-type: none"> Child labour remediation procedure (See 5.2.3 Child Labour remediation), Forced labour procedure (See 5.1.3 Forced labor remediation) Remediation procedure for discrimination (See 9.1.3 Remediation of discrimination) Remediation procedure for abuse, harassment and violence, including sexual harassment and GBV (See 9.2.3 Remediation of cases of abuse, harassment and violence, including Gender-Based Violence) | 1 | 1 | | | N/A | | Umbrella requirement |
| 2.5.1.b Document relevant policies and procedures | <ul style="list-style-type: none"> Procedure for distribution of premium between organisations (See 18.2.3 Fair Distribution of FT premium for multi-estates and 2nd and 3rd grade SPOs) | 1 | | | | N/A | | Umbrella requirement |
| 2.5.1.c Document relevant policies and procedures | <ul style="list-style-type: none"> Disciplinary Measures Policy (See 7.1.9 Fair and appropriate disciplinary measures) Sick Leave Policy (See 7.3.2 Sick leave) Safety procedures, including accident prevention and response (See 8.1.4 Safety of workplaces, machinery and equipment) Procedures for protection from hazardous materials (See 8.1.5 Protection from hazardous materials) Policy on prevention of contagious diseases (See 8.1.10 Prevention of contagious diseases) Sexual Harassment Policy (See 9.2.2 Prevention of Abuse, Harassment & Violence, including sexual harassment and Gender Based Violence) Gender policy (See 10.1.1 Gender Policy) | | 1 | | | N/A | | Umbrella requirement |
| 2.5.1.d Document relevant policies and procedures | <p>You develop and implement policies</p> <ul style="list-style-type: none"> to prevent, mitigate and remediate the most serious risks identified in your risk assessment on sustainable purchasing <p>You inform all relevant stakeholders about your policies and procedures, including senior management, staff and suppliers.</p> <p>You review and, if necessary, revise your policies and procedures at least every three years.</p> | | | 1 | | N/A | | Trader 3.1.2, 3.1.1 |
| 2.5.2 Procedure to monitor and support compliance | <p>You define and implement a procedure to monitor and assess the performance and compliance of your members with the Fairtrade Standard.</p> <ul style="list-style-type: none"> You use your risk and needs assessment to identify members, or groups of members, who are at risk of not complying with specific criteria in the standard (See 2.2.1 Risk and Needs Assessment) You focus your monitoring of performance on members with the highest risk of non-compliance. You focus your actions on supporting compliance with members with the highest risk of non-compliance. | 1 | | | | N/A | | SPO 3.1.4 |
| 2.6 Systems and processes | | | | | | | | |
| 2.6.1 Internal Management System (IMS) | <p>Applies to 1st-grade organisations with more than 100 members and 2nd and 3rd-grade organisations</p> <p>You implement an Internal Management System (IMS), which enables you to monitor and assess compliance with Fairtrade requirements at all levels of the organisation</p> <ul style="list-style-type: none"> You use your risk and needs assessment to identify members, or groups of members, who are at risk of not complying with specific criteria in the standard (See 2.2.1 Risk and Needs Assessment). You focus your monitoring of performance on members with the highest risk of non-compliance. You focus your actions on supporting compliance with members with the highest risk of non-compliance. | 3 | | | | N/A | | SPO 3.1.5, 3.1.6 |
| 2.6.1.a Internal Management System (IMS) COCOA | <p>COCOA</p> <p>You implement an Internal Management System (IMS) which enables you to manage compliance with the Fairtrade Standard for all cocoa producers of the organisation. Your internal management system incorporates the following elements:</p> <ul style="list-style-type: none"> A documented description of the IMS procedures; A documented management structure of the IMS; One person responsible for the IMS - an IMS Manager; Regularly updated member records; An internal inspection system including identified internal inspectors, annual inspections and reports which are shared with members and management and the use of corrective actions; A risk assessment to address risks and threats to the integrity of the IMS, including possible conflicts of interest. <p>You retain documented information as evidence of internal audits and ensure members undertake any necessary corrective actions within a reasonable timeframe. Your internal inspection system also identifies opportunities for improvement.</p> | 3 | | | | N/A | | Cocoa 3.1.7 |
| 2.6.1.b Internal Management System (IMS) COCOA | <p>COCOA</p> <p>The number of internal inspectors is adequate and proportional to the type, structure, size, products, activities and output of your organisation.</p> <p>Internal inspectors receive training at least annually to ensure they are up to date on the Fairtrade standard, your organisation's internal policies and procedures, the products and activities of your organisation, and relevant regulatory requirements.</p> | 3 | | | | N/A | | Cocoa 3.1.8 |
| 2.6.1.c Internal Management System (IMS) COCOA | <p>COCOA</p> <p>Your organisation operates management systems and has access and user rights for the farmer data collected, processed, and shared via these systems in accordance with local laws.</p> | 3 | | | | N/A | | Cocoa 3.1.11 |
| 2.6.1.d Internal Management System (IMS) COCOA | <p>COCOA</p> <p>Applies to 2nd and 3rd grade organizations</p> <p>You define with your 1st-grade or 2nd-grade member organisations the appropriate allocation of tasks and responsibilities to effectively maintain an IMS. The allocation of tasks and responsibilities includes which organisation is responsible for collecting member information, updating member records and checking member compliance against Fairtrade standards.</p> | 3 | | | | N/A | | Cocoa 3.1.9 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---------|---|-----|-----|--------|------------|------------|---|----------------------|
| 2.6.2 | Document management systems and processes | | 0 | | | N/A | Systems and Processes | Umbrella requirement |
| 2.6.2 | Document management systems and processes | | 0 | | | N/A | 0 | Umbrella requirement |
| 2.6.3 | Grievance mechanism | | 0 | | | N/A | <ul style="list-style-type: none"> Written procedure for managing complaints (See 2.5.1 Document relevant policies and procedures) | HLO 4.2.2, 4.2.3. |
| 2.6.3 | Grievance mechanism | | 0 | | | N/A | 0 | TRADER 3.2.2, 3.2.4. |
| 2.6.3 | Grievance mechanism | | 3 | 3 | | N/A | <ul style="list-style-type: none"> Written procedure for managing complaints (See 2.5.1 Document relevant policies and procedures) | Trader 3.2.3 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---|---|-----|-----|--------|------------|------------|---------------|--|
| 2.6.3.b Grievance mechanism COCOA | COCOA Your organisation has an inclusive grievance procedure in place that allows individuals and groups, including third parties, to anonymously raise complaints of injustice, harm or fraud linked to the organisation. The procedure: -Is accessible in local languages and supports both written and verbal complaints. -Respects anonymity and protects people who file complaints from retaliation, threats or harm. -Abides by national laws and, when relevant, reports human rights violations to relevant national agencies. -Ensures decisions are taken by a trained, diverse, and impartial committee and follow-up actions are made and implemented in a timely manner. You seek to raise awareness about your grievance procedure among all stakeholders. You may provide evidence. | 1 | | | | N/A | N/A | • Grievance procedure Cococa 3.2.4 |
| 2.7 Remediating Harm | | | | | | | | |
| 2.7.1 Remediation procedure | You have a written procedure that guides the way you respond to and cooperate to remediate cases of human rights or environmental violations. You may use the Template for Remediation Procedures included in the Template for Human Rights and Environmental Policies and Procedures provided by Fairtrade. Your remediation procedure covers the following areas, if applicable: • Child labour remediation procedure (see 5.2.3 Child Labour remediation). • Forced labour remediation procedure (see 5.1.3 Forced Labor remediation). • Remediation procedure for cases of discrimination (see 9.1.3 Remediation of discrimination). • Remediation procedure for cases of abuse, harassment and violence, including sexual harassment and Gender-Based Violence (See 9.2.3 Remediation of cases of abuse, harassment and violence, including Gender-Based Violence). If you have identified cases of harm, you remediate according to your procedure. This may include collaboration with relevant partners. You document the type of cases identified and the response implemented. | 1 | 1 | | | N/A | N/A | • Remediation procedures (See 2.5.1 Document relevant policies and procedures) • Records of types of cases identified and the response implemented. HLO 4.3.3 |
| 2.7.1.a Remediation procedure | You have a written procedure that guides the way you respond to and cooperate to remediate cases of human rights or environmental violations. If you have identified cases of harm, you remediate according to your procedure. This may include collaboration with relevant partners. You document the type of cases identified and the response implemented. | | | 1 | | N/A | N/A | • Remediation procedures (See 2.5.1 Document relevant policies and procedures) • Records of types of cases identified and the response implemented. Trader 3.3.4 |
| 2.8 Tracking implementation | | | | | | | | |
| 2.8.1 Tracking results of action plan implementation and use of Fairtrade Premium | You keep records on the progress and results of the actions taken to implement your Action Plan and activities funded by Fairtrade Premium (See 2.3.1 Action Plan). Records include: •Where the activities carried out, yes or no? If not, why? •When were they carried out? •What cost? •Which activities were funded by Fairtrade Premium •Details on overall Fairtrade Premium income received, expenditures and balance; •Was the objective achieved or are any further actions needed? You use this information to report to the General Assembly and other stakeholders (See 2.9.1 Reporting to internal stakeholders (General Assembly)). | 1 | | | | N/A | N/A | • Records of progress and results of the actions taken to implement your Action Plan and activities funded by Fairtrade Premium implementation. SPO 4.1.12 |
| 2.8.1.a Tracking results of action plan implementation | You keep records on the progress and results of the actions taken to implement your Action Plan (See 2.3.2 Action Plan). Records include: •Where the activities carried out, yes or no? If not, why? •When were they carried out? •Was the objective achieved or are any further actions needed? You define and implement annual measures to track the effectiveness of the activities you have implemented from your Action Plan. You document the lessons learned to use these to improve the implementation of actions to address the human rights and environmental risks identified in your risk assessment. You report key lessons learned and improvements made to your workers' General Assembly and to your management, and/or board and/or shareholders. (See 2.9.1.a Reporting to Internal Stakeholders (General Assembly)). | | 1 | | | N/A | N/A | • Records of progress and results of the actions taken to implement your Action Plan. HLO 4.4.1 |
| 2.8.1.b Tracking results of use of Fairtrade Premium | The Fairtrade Premium Committee monitors and keeps records on the progress and results of the actions funded by Fairtrade Premium to implement the Fairtrade Premium Plan (See 2.3.3 Fairtrade Premium Plan). Records include: •Details on overall Fairtrade Premium income received, expenditures and balance, •A description of each project that is planned, on-going, concluded within the last reporting cycle, •Where the activities carried out, yes or no? If not, why? •When were they carried out? •What cost? •Was the objective achieved or are any further actions needed? You use this information to report to the General Assembly of workers and other stakeholders (See 2.9.1.a Reporting to internal stakeholders (General Assembly)). | | 1 | | | N/A | N/A | • Records of progress and results of activities funded by Fairtrade Premium . HLO 2.1.18 |
| 2.8.2 Document information & awareness raising | You keep up-to-date records of all activities to inform and raise the awareness of your board, management, staff, members and workers about issues related to the implementation of your written Commitment to Respect Fairtrade Principles, Human Rights and the Environment and the implementation of the Fairtrade standard. Records of Awareness Raising include: •Subject •Date •Target group •Method | 0 | 0 | | | N/A | N/A | • Records of Awareness Raising activities Umbrella requirement |
| 2.8.2.a Document information & awareness raising | Records include awareness-raising activities on any of the following topics that apply to you: • awareness about Fairtrade (see 2.1.3 Raising awareness of your commitment to respect Fairtrade Principles, Human Rights and the Environment) • your Commitment to Respect Fairtrade Principles, Human Rights and the Environment (See 2.1.1 Commitment to respect Fairtrade Principles, Human Rights and the Environment) • your Grievance Mechanism (See 2.6.3 Grievance mechanism) • no tolerance of forced labour (See 5.1.1 No tolerance of forced labor) • no child labour (See 5.2.1 No Child Labour including unconditional worst forms of child labour) • informing workers of their rights (See 6.1.2 Informing workers of their rights) • Strengthening freedom of association and workers' rights (see 6.1.4 Strengthening freedom of association and workers' rights) • hazards and risks related to pesticides and other hazardous chemicals (See 8.1.6 Awareness of the risks of hazardous materials for all) • No tolerance of discrimination (see 9.1.1 No tolerance of discrimination) • No tolerance of abuse, harassment & violence, including sexual harassment and Gender-Based Violence (GBV) (see 9.2.1 No tolerance of abuse, harassment & violence, including sexual harassment and Gender-Based Violence (GBV)). • No deforestation (see 12.1.1.a No deforestation) • Protection of rare and threatened species (see 12.4.4.a Protection of rare and threatened species) • Prevention of invasive species (see 12.4.6.a Prevention of invasive species) • No use of human waste on Fairtrade crops (see 14.1.4.a No use of human waste on Fairtrade crops) • Recycling of organic waste (see 16.1.4.a Recycling of organic waste) | 0 | 0 | | | N/A | N/A | 0 Umbrella requirement |
| 2.8.2.b Document information & awareness raising | HLO in addition: • Informing workers about the freedom of association protocol (see 6.1.2 Informing workers of their rights) • Recycling of organic waste (see 16.1.4 Recycling of organic waste) | | 0 | | | N/A | N/A | Umbrella requirement |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---|--|-----|-----|--------|------------|------------|---|--|
| 2.10.1 Supply chain dialogue and support | <p>You engage in dialogue with your buyers on the actions you are implementing in your action plan to prevent, mitigate and remediate human rights and environmental risks and implement the Fairtrade standard.</p> <p>You use this dialogue to identify opportunities for collaboration and support of these activities, and reach an agreement on how this will be implemented.</p> <p>Your involvement in these one measure to support Fairtrade producers to prevent, mitigate and remediate relevant human rights and environmental risks.</p> <p>To do this you select at least one support measures from the list of options associated with your trader category.</p> <ul style="list-style-type: none"> •Applies to organisations that have a direct commercial relationship with Fairtrade producers (First Buyers). You engage in dialogue with the producer organisation(s) to confirm which support measures are most relevant and appropriate for addressing the prioritised risks. •Applies to organisations that have no direct commercial relationship with Fairtrade producers but have some producer level information or connections (eg through existing producer support programs). You engage in dialogue with producer organisation(s) or your immediate fairtrade supplier to confirm which support measure(s) are most relevant and appropriate for addressing the prioritised risks. •Applies to organisations that have no direct commercial relationship with Fairtrade producers (eg downstream actors). You identify the most relevant support to producers through your direct Fairtrade supplier or through a recognised Fairtrade programme or industry initiative operating in your main sourcing commodity and country. <p>Options for support measures include:</p> <ul style="list-style-type: none"> •Financial contributions - funding to producer organizations, provided directly or through intermediaries. •Training - delivery of defined training activities to producer organizations directly or through third parties. •Partnerships - facilitation of support to producer organizations through third parties. For example financial contributions to producer support programmes, Fairtrade programmes, or producer funds. •Advocacy - Dialogue and collaboration with Fairtrade suppliers, other companies, public authorities and/or civil society actors activities aimed at addressing identified risks through specific improvements | | | 3 | | N/A | | HLO 4.3.2, 4.3.5 |
| 2.10.1.a Supply chain dialogue and support | <p>Options for support measures include:</p> <ul style="list-style-type: none"> •Financial contributions - funding to producer organizations, provided directly or through intermediaries. •Training - delivery of defined training activities to producer organizations directly or through third parties. •Partnerships - facilitation of support to producer organizations through third parties. For example financial contributions to producer support programmes, Fairtrade programmes, or producer funds. •Advocacy - Dialogue and collaboration with Fairtrade suppliers, other companies, public authorities and/or civil society actors activities aimed at addressing identified risks through specific improvements | | | 1 | | N/A | | Trader 3.3.5, 3.3.6, (5.7.1, 5.7.3 approved for deletion). |
| 2.10.1.b Supply chain dialogue and support COCOA | <p>COCOA</p> <p>Applicable to traders purchasing an average annual volume over 3 years above 200 MT cocoa beans, or 164 MT cocoa liquor/mass, or 82 MT cocoa butter, or 82 MT cocoa powder.</p> <p>You support the action plans of producer organisations by collaborating on at least one activity that supports the prevention and mitigation of the most serious risks identified.</p> <p>You provide resources and support to producer organizations who have identified they are operating in areas of high risk of child labour and/or forced labour. This contribution is in addition to the Fairtrade Premium paid to the producers. Your support is either direct or through a partnership. It is in the form of funding, training, facilitation of partnerships, advocacy with government, or other ways.</p> | | | 0 | | N/A | COCOA Please check the Interpretation Note for the Fairtrade Standard for Cocoa here The cocoa specific requirement does not apply to traders who supply evidence demonstrating that the last three years' annual purchases fall below the product thresholds. | COCOA 3.2.7, 3.3.3. |
| 2.10.1.c Supply chain dialogue and support CANE SUGAR | <p>CANE SUGAR</p> <p>Applicable to Mills/exporters or marketing bodies in the country of origin. You invite representatives of all producer organisations you buy from, to regular meetings to discuss how to improve sustainable production of sugar cane, sugar and its secondary products. You share an annual report of Fairtrade sales as well as an overview of the premium to be received. These meetings take place at least twice a year, and agreements are minutes.</p> | | | | | N/A | | CANE SUGAR 4.7.1 |
| 2.10.1.d Supply Chain dialogue and support HONEY | <p>HONEY</p> <p>You take action to support producers in mitigating weather-related risks.</p> | | | 0 | | N/A | | Honey 4.4.1 |
| 3. Strong Producer Organisation | | | | | | | | |
| 3.1 Democratic decision making and participation | | | | | | | | |
| 3.1.1 Organisational structure | <p>You ensure that the structure of your organisation has:</p> <ul style="list-style-type: none"> • A General Assembly is the highest decision-making body where all major decisions are discussed and taken. • Equal voting rights for all members in the General Assembly; • A Board chosen in free, fair and transparent elections; • Separate roles and responsibilities between the Board and management. <p>If there are persons on your board who are not members of your SPO.</p> <ul style="list-style-type: none"> • This needs to be approved by your General Assembly, in accordance with your Internal rules and regulations (See 3.1.2 Internal rules and regulations) and national legislation; • They only have an advisory role on your Board. | | | 0 | | N/A | | SPO 4.2.1, 4.2.12 |
| 3.1.2 Internal rules and regulations | <p>You develop written rules and regulations to govern the way your organisation operates. This includes:</p> <ul style="list-style-type: none"> • Rules to determine who can become a member and the process for becoming a member. These rules respect the principle of non-discrimination (See 3.1.1 No tolerance of discrimination); • Rules for elections, decision making, board term and a delegate system (if applicable). These rules may be documented in a constitution, bylaws, or internal policies <p>You ensure that you and your members abide by the rules.</p> | | | 0 | | N/A | • Internal rules and regulations including your membership rules eg a constitution, by-laws and / or internal policies (See 2.6.2 Document management systems and processes) | SPO 4.2.2 (part), 4.2.3 |
| 3.1.3 Member information | <p>You keep a list of your members including, at least:</p> <ul style="list-style-type: none"> •Member name, •Contact information, •Gender, •Date of birth, •Registration date with the SPO, •Farm location, •Farm size. <p>You update the record of your members at least annually.</p> | | | 0 | | N/A | • List of members, (See 2.6.2 Document management systems and processes) | SPO 4.2.2 |
| 3.1.3.a Member information CANE SUGAR | <p>CANE SUGAR</p> <p>In cases where individual producers are members of more than one organisation, you agree internally on your membership list and send it to the mill/exporter before harvest starts.</p> <p>Your list of members includes</p> <ul style="list-style-type: none"> •Date •Overall volume of the organization •Expected volume per member. <p>Changes to the membership will not be accepted during harvest. Individual producers can only be members of one organisation at a time.</p> | | | 0 | | N/A | •List of members (See 2.6.2 Document management systems and processes) | Cane Sugar 4.4.2 |
| 3.1.3.b Member information COCOA | <p>COCOA</p> <p>You update records of your members on an annual basis according to the table in ANNEX A7. Member information (Cocoa).</p> | | | 0 | | N/A | • List of members, (See 2.6.2 Document management systems and processes) | Cocoa 3.1.1 |
| 3.1.4 Digital member records COCOA | <p>COCOA</p> <p>If your organisation has more than 500 members, you gradually implement a digital system to record the member, farm, and internal inspection data.</p> | | | 3 | | N/A | | Cocoa 3.1.2 |
| 3.1.5 Member agreement COCOA | <p>COCOA</p> <p>You have an agreement in place with each member which specifies the rights and obligations of each party in relation to Fairtrade certification. The agreement includes, at a minimum, details which describe:</p> <ul style="list-style-type: none"> • Year the farmer member joined the organisation, year of registration and the process and conditions for leaving the organisation; • Commitment from both the member and SPO to comply with Fairtrade Standards, including participation in both external and internal audits; • SPO commitments regarding service delivery and member commitment regarding participation in training programs and other SPO activities, including farm improvement plans; • Permission from the member for the SPO to collect, process and share their data in accordance with local laws <p>Your organisation ensures that the registered member is assisted by a witness who is competent in reading and writing if required. When a farmer's signature is not possible, a thumbprint is accepted.</p> | | | 0 | | N/A | • Signed agreements with each individual member (See 2.6.2 Document management systems and processes) | Cocoa 3.1.3 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|--|---|-----|-----|--------|------------|------------|---------------|---|
| 3.1.6 Relationship between members and farm operators COCOA | When your members provide or rent their land to a farm operator, such as a sharecropper or caretaker farmer, to produce cocoa on their farms, or when your members are farm operators and not land owners. • You ensure that legally binding written contracts are in place, which detail the arrangement between the farm operator and the farm owner. • You ensure farm operators are aware of their rights and responsibilities, have a signed copy of the contract and that they understand the content by providing it in a format and language they understand. • You keep records of these farmers and their association with your members as set out in ANNEX A7, Member Information (Cocoa). You update these records on an annual basis. • Your members sensitise all farm operators on the Fairtrade Standard Criteria. | 3 | | | | N/A | N/A | • Records of farm operators and their association with your members, as set out on ANNEX A7, Member Information (Cocoa) Cocoa 3.1.4, 3.1.5, 3.1.6 |
| 3.1.7 General Assembly | You hold a General Assembly at least once a year. The purpose of the General Assembly is to democratically approve: • The action plan, including the use of Fairtrade Premium (See 2.3.1 Action Plan (Including Plan for use of Fairtrade Premium)) • The report on the results of implementation of the action plan, the progress of projects and the use of Fairtrade Premium (See 2.8.1 Tracking results of Action Plan implementation and use of Fairtrade Premium) • The annual report, budgets and accounts (See 1.2.1 Responsible management of Fairtrade Premium funds) • Persons to join your board that are not members of your SPO (See 3.1.1 Organisational structure) Minutes of the General Assembly are signed by the president/chair of the Board and at least one other member, and contain a list of participants of the General Assembly | 0 | | | | N/A | N/A | • Minutes of the General Assembly, signed, including list of participants SPO 4.2.4, 4.2.5, 4.2.6, 4.2.7, 4.2.13, |
| 3.1.7.a General Assembly | You ensure that the Fairtrade Premium Committee leads a general assembly (GA) of all workers at least once a year. The purpose of the GA is to: • Democratically approve the action plan (see 2.3.1.a Action Plan (Including Plan for use of Fairtrade Premium)) and the Fairtrade Premium plan (see 2.3.3 Fairtrade Premium Plan); • Democratically approve the report on the results of implementation of the action plan (See 2.8.1.a Tracking results of Action Plan implementation), and the progress of projects and use of premium (See 2.8.1.b Tracking results of use of Fairtrade Premium); • Explain the audit results to workers in words in a language accessible to workers; • Present reports from the various committees in the workplace required by Fairtrade standards. | 0 | | | | N/A | N/A | • Minutes of the General Assembly, signed, including list of participants HLO 2.1.6 Tea HL 2.1.3 |
| 3.1.8 Strengthening participation | You inform your members how they can participate in the organisation so that they control it. | 3 | | | | N/A | N/A | SPO 4.2.14 |
| 3.2 Transparency and Accountability | | | | | | | | |
| 3.2.1 Administration and book keeping | You have an administration in place to ensure the transparent management of Fairtrade Premium. This means: • You identify at least one person or committee who is responsible for managing the administration and bookkeeping; • You keep records and books that are accessible to all members; • You have a bank account in the name of the organisation with more than one signatory, unless it is not possible. | 0 | | | | N/A | N/A | • Up to date records of the person or committee responsible for administration and bookkeeping (See 2.4.1 Responsible persons and resources to support implementation) • Financial records and books • Records of bank account (See 2.6.2 Document Management Systems and Processes) SPO 4.2.8, 4.2.9, 4.2.10, |
| 3.2.1.a Administration and book keeping | Applies to SPO 2nd or 3rd grade • You have an active bank account registered in your name. • If the Fairtrade Premium is channelled to the member organisation level, the individual member organisations need to have active bank accounts registered in their names. | 0 | | | | N/A | N/A | • Records of bank account (See 2.6.2 Document Management Systems and Processes) SPO 4.2.10 |
| 3.2.2 Surveillance committee | You have a surveillance committee to oversee the overall administration of the organization (including the use of premium) on behalf of the members. | 0 | | | | N/A | N/A | • Up to date records of members of the surveillance committee (See 2.4.1 Responsible persons and resources to support implementation) SPO 4.2.11 |
| 3.2.3 Participation of workers in audits | Worker representatives are invited well in advance to join the audit opening and closing meetings to increase worker involvement in, and understanding of, the process of compliance. Invitations are also extended to trade unions and their branch offices representing workers in the company. | 0 | | | | N/A | N/A | HLO 1.1.2 TEA HL 1.1.1 |
| 4. Transparency of Fairtrade Products | | | | | | | | |
| 4.1 Use of Fairtrade Marks | | | | | | | | |
| 4.1.1 Artwork approval | You ensure that all artwork with a FAIRTRADE Certification Mark on product packaging and in any other communications complies with the applicable "Trademark Use Guidelines" and is approved in writing prior to use by a national Fairtrade organisation or Fairtrade International. | 0 | 0 | 0 | | N/A | N/A | Trader 1.2.2 |
| 4.1.2 Contract for using the Fairtrade mark | You have a contract in writing with a national Fairtrade organisation or with Fairtrade International for the use of any FAIRTRADE Mark or any other reference to Fairtrade as defined in this standard (see Definitions) on a finished or unfinished product, on any packaging or in any other communications. | 0 | 0 | 0 | | N/A | N/A | • Contract for use of Fairtrade Mark (See 2.6.2 Document management systems and processes) SPO 2.4.2, HLO 6.4.2 Trader 1.2.1 |
| 4.1.3 Verification of claims | You ensure that all claims made on the sourcing of Fairtrade commodities (for example, as covered by the Fairtrade Sourced Ingredient (FSI) model) are verified by a National Fairtrade Organisation, Fairtrade International or a designated agent before these claims can be communicated publicly. | | | 0 | | N/A | N/A | Trader 1.2.3 |
| 4.2 Traceability | | | | | | | | |
| 4.2.1 Documentary traceability | You are able to identify Fairtrade products in Fairtrade related documents. This means: • When you sell a Fairtrade product, you clearly identify in the invoices and delivery notes that the product is Fairtrade | 0 | 0 | | | N/A | N/A | • Invoices and delivery notes (See 2.6.2 Document management systems and processes) SPO 2.1.4 HLO 6.1.1 |
| 4.2.1.a Documentary traceability | You write down the product flow from members to the first buyer. | 0 | | | | N/A | N/A | • Product flow map (See 2.6.2 Document management systems and processes) SPO 2.1.2 |
| 4.2.1.b Documentary traceability | You clearly identify all Fairtrade products as Fairtrade in all purchase and sales documentation (e.g. invoices, delivery notes and purchase orders). | | | | | N/A | N/A | • Purchase and Sales documentation TS 2.1.1 |
| 4.2.1.c Documentary traceability COCOA | COCOA Whenever you sell cocoa products as Fairtrade, you indicate in your sales documentation whether the product was segregated (physically traceable) or traded under mass balance. | 0 | | | | N/A | N/A | • Sales documentation (See 2.6.2 Document management systems and processes) Cocoa 2.1.9 |
| 4.2.1.d Documentary traceability COCOA | COCOA You document product flow map and the associated traceability procedure from farmer members to the first buyer, including collection points, transport, storage locations, warehouses, and processing units. You document the locations of all storage units and identify where there could be a risk of mixing member and non-member cocoa. | 0 | | | | N/A | N/A | • Product flow map (See 2.6.2 Document management systems and processes) Cocoa 2.1.3 |
| 4.2.1.e Documentary traceability FRUIT AND VEGETABLES | FRUIT AND VEGETABLES You indicate in the sales documents, contracts and in the package, the packing station, date of packing and the identification of the individual member on each box (producer code/FLO-ID). | 0 | | | | N/A | N/A | • Sales documentation and contracts (See 2.6.2 Document management systems and processes) Fresh fruit/2.1.1, 5.1.1/Fruits & Vegetables/2.1.1, 5.1.1 |
| 4.2.2 Digital traceability solutions COCOA | COCOA You deploy digital solutions that support your organisation to trace the cocoa beans sold by your organisation back to your members' farms or fields. | 3 | | | | N/A | N/A | 0 Cocoa 2.1.4 |
| 4.2.3 Record keeping of Fairtrade transactions | You keep records of all Fairtrade sales indicating: • The name of the buyer and its Fairtrade International ID number; • The date of the transaction; • The volume sold; • A reference to sales documents in such a way that you can clearly link these records with the corresponding sales documents. If you process Fairtrade products, you keep records that specify the amount of product before and after processing. | 0 | 0 | | | N/A | N/A | • Records of all Fairtrade sales (See 2.6.2 Document Management systems and processes) SPO 2.1.5, HLO 6.1.2 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---|---|-----|-----|--------|------------|------------|---------------|--|
| 4.2.3.a Record keeping of Fairtrade transactions | You keep records of all Fairtrade transactions. You ensure your records allow you to trace back from any given Fairtrade output to the Fairtrade input, which is identified by: • the name and FLO ID of the traders involved in a Fairtrade transaction; • the applicable dates of the transaction; • the quantities and physical form of the product when transacted (purchase and sale), and • the payment of the Fairtrade price and Fairtrade Premium, and pre-financing (if applicable). | | | 0 | | N/A | N/A | • Records of all Fairtrade sales Trader 2.1.1 & 2.1.2 |
| 4.2.3.b Record keeping of Fairtrade transactions ORANGES FOR JUICE | ORANGES FOR JUICE You keep a record of the volumes of oranges for juice bought and processed from each producer organisation, including the date of delivery, and the quantity of orange juice sold. | 0 | 0 | | | N/A | N/A | • records of volumes bought and processes (See 2.6.2 Document Management systems and processes) Fruits and Vegetables SPO 2.2.2, Fruit and vegetables HLO 5.1.2 |
| 4.2.4 Calibration of weighing equipment | You calibrate the equipment used to define the weight of the Fairtrade product purchased from your members at least once a year. | 0 | | | | N/A | N/A | Cocoa 2.1.2 |
| 4.2.5 No double selling | If you buy or sell Fairtrade products that are also certified against other certification schemes (dual or multicertified), you do not sell the same volume as Fairtrade certified and under a certification scheme other than Fairtrade. | 0 | 0 | 0 | | N/A | N/A | Cocoa 2.1.10 |
| 4.2.6 Monitoring member and organisation sales volumes COCOA, COFFEE | COCOA, COFFEE You have a system in place that monitors individual members' sales, ensuring they are not selling more volumes than they produce in a year. When estimating member yield, you use a consistent and credible methodology that uses farm-level data. Once a year, you record individual member production and the total production of your organisation. This includes both estimated and actual production. You compare estimated production with actual production and/or sales at both the member and organisational level to check that there are no significant differences. If significant differences are recorded at either the individual member or organisational level, you investigate why and take measures to prevent recurrence as applicable. A definition for "credible methodology" and "significant difference" is included in the interpretation note to the Fairtrade Standard for Cocoa, which can be found here. The system allows you to keep track of your members' status, particularly if they are members of more than one organisation | 0 | | | | N/A | N/A | • Records of individual member estimated and actual production and the total production of your organisation. (See 2.6.2 Document Management systems and processes) Cocoa 2.1.1 Coffee 2.1.1 |
| 4.2.7 documenting chain of custody COCOA, CANE SUGAR, FRUIT JUICE, TEA | COCOA, CANE SUGAR, FRUIT JUICE, TEA (camellia sinensis) Whenever you sell cocoa, sugar or tea products as Fairtrade, you indicate in your sales and purchase documentation whether you choose to trade under Identity Preservation, or as physically traceable, or the product is traded under mass balance. | | | | | N/A | N/A | • sales and purchase documents () Trader 2.1.13 |
| 4.3 Physical segregation of Fairtrade Products | | | | | | | | |
| 4.3.1 Physical segregation of Fairtrade products | You are able to identify Fairtrade products as Fairtrade at all stages (e.g. storage, transport, processing, packaging, labelling and handling). This means: • You physically segregate Fairtrade products from non-Fairtrade products at all stages • When you sell Fairtrade products, you mark the product clearly and visibly as Fairtrade • When you sell product as Fairtrade with Identity Preservation, you clearly identify products with FLO-ID of producer organization • If you sell to operators that require physical segregation, you physically separate the Fairtrade product during processing (does not apply for processing of cocoa, cane sugar, juice and tea if you produce, process and sell products to operators without physical traceability) | 0 | 0 | | | N/A | N/A | 0 SPO 2.1.1, 2.1.2, 2.1.7, 2.1.8 HLO 6.1.1, 6.1.2, 6.1.3, 6.1.4 NEW SPO & HLO requirement on Identity Preservation |
| 4.3.1.a Physical segregation of Fairtrade products | You only sell as Fairtrade those products which are sourced from your members. Applies to traders who apply physical traceability | 0 | | | | N/A | N/A | 0 SPO 2.1.1, |
| 4.3.1.b Physical segregation of Fairtrade products | You are able to identify Fairtrade products as Fairtrade at all stages (e.g. storage, transport, processing, packaging, labelling and handling). This means: • You physically segregate Fairtrade products from non-Fairtrade products at all stages of the supply chain. • When you sell Fairtrade products, you mark the product clearly and visibly as Fairtrade. | | | 0 | | N/A | N/A | 0 Trader 2.1.3, 2.1.4 & 2.1.5, 2.1.13 (part) |
| 4.3.1.c Physical segregation of Fairtrade products | If you also handle non-Fairtrade products, you physically segregate the Fairtrade product from the non-Fairtrade product at all stages (e.g. storage, transport, processing, packaging, labelling and handling). | 0 | | | | N/A | N/A | 0 HLO 6.1.1, 6.1.4, 6.1.6 |
| 4.3.1.d Physical segregation of Fairtrade products | FRUIT AND VEGETABLES for export You indicate the packing station, your FLO ID and the date of packing on each box. | 0 | 0 | | | N/A | N/A | 0 Fruits and Vegetables SPO 2.1.1, Fruits and Vegetables for HLO 5.1.1 |
| 4.3.1.e Physical segregation of Fairtrade products COCOA, CANE SUGAR, FRUIT JUICE, TEA | COCOA, CANE SUGAR, FRUIT JUICE, TEA (camellia sinensis) Applies to Traders that apply physical traceability You source Fairtrade cocoa, cane sugar, tea (camellia sinensis) or fruit juice from a Fairtrade trader certified against the physical traceability requirements. These products, when purchased, are identified as a Fairtrade product with physical traceability. | | | 0 | | N/A | N/A | 0 Trader 2.1.6 |
| 4.3.1.f Physical segregation of Fairtrade products HERBS AND HERBAL TEAS | HERBS AND HERBAL TEAS Applies to Operators who sell dried herbs grown by Hired Labour companies You clearly mark the product as "eligible for tea products only". Buyers and sellers of products marked as "eligible for tea products only" only use these herbs in tea products. This requirement does not apply if there is clear evidence that the operator only sells dried herbs for tea products. | | | 0 | 0 | N/A | N/A | 0 Herbs & Spices HLO 5.1.1 |
| 4.4 Chain of custody models: Mass balance | | | | | | | | |
| 4.4.1 Mass balance COCOA, CANE SUGAR, FRUIT JUICE, TEA | COCOA, CANE SUGAR, FRUIT JUICE, TEA (camellia sinensis) Applies to SPO & HLO who do processing If you produce, process and sell products to operators without physical traceability, you do not need to physically separate the Fairtrade product from the non-Fairtrade product at the processing stage. You comply with the following rules for Fairtrade volumes without physical traceability: • The volumes sold as Fairtrade do not exceed the equivalent volumes produced as Fairtrade at any point in time. • The Fairtrade product sold comes from the same site where the Fairtrade product was delivered for processing. • The product grown as Fairtrade is of the same kind and quality as the input used to process the Fairtrade product (like-for-like). | 0 | 0 | | | N/A | N/A | 0 SPO 2.1.6 HLO 6.1.6 |
| 4.4.1.a Mass balance | Applies to traders applying Mass balance You comply with the following rules for Fairtrade volumes when you apply Mass balance: • The amount of outputs sold as Fairtrade does not exceed the amount of inputs sourced as Fairtrade, taking into account the processing yields and all losses. The balance of amounts of processed outputs sold and inputs sourced is positive every quarter. For the purpose of this requirement, sourced means invoiced. • Fairtrade inputs are purchased before the sale of the Fairtrade outputs. The purchase of Fairtrade inputs can be identified as invoicing of the product. • Fairtrade inputs are of the same kind and quality as the inputs used to process the Fairtrade product (like-for-like). • If you sell processed outputs with a claim that specifies the quality (including specific flavour, organic or other), and/or the origin, then you have purchased an equivalent volume with the same or higher specifications and from the same origin, as indicated in the purchase documentation. | | | 0 | | N/A | N/A | 0 Trader 2.1.8, 2.1.9, 2.1.10, 2.1.11 (revised), 2.1.13 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|--|---|-----|-----|--------|------------|------------|---------------|---------------------------------|
| 4.4.1.b Mass balance COCOA | <p>COCOA Applies to traders applying Mass balance [on like-for-like]</p> <p>If you sell cocoa outputs (beans, semi-processed or processed cocoa) as Fairtrade under mass balance with a claim such as:</p> <ul style="list-style-type: none"> - a specific category (standard or fine flavour) or - a specific status (conventional or organic) <p>Then you have purchased an equivalent Fairtrade cocoa volume input with the same or higher specifications as indicated in the purchase documentation.</p> <p>If you sell a final cocoa product as Fairtrade under mass balance, with a claim regarding a specific origin, then you have purchased the equivalent Fairtrade cocoa volume input from the same origin (as indicated in the purchase documentation).</p> <p>If you sell a semi-finished cocoa product as Fairtrade under mass balance with a specific origin claim, then you have purchased the equivalent Fairtrade cocoa volume input from the same origin. If not possible, you indicate it clearly to your customer</p> <p>You sell the Fairtrade equivalent output within 3 years of purchasing the Fairtrade input.</p> | | | | 0 | N/A | N/A | COCOA 2.1.7, 2.1.8, 2.1.9, |
| 4.4.1.c Mass balance CANE SUGAR | <p>CANE SUGAR Applies to traders applying Mass balance [on like-for-like]</p> <p>You ensure that Fairtrade inputs are of the same kind and quality as the inputs used to process the Fairtrade output (like-for-like).</p> <p>In case you sell white refined sugar as Fairtrade under mass balance, you are allowed to mix or substitute cane sugar with beet sugar.</p> <p>In your sales documentation, you clearly indicate to your business customer that the sugar sold as Fairtrade is made from beet sugar or is a mix of both beet and cane sugar. You do not use genetically modified beet sugar in a Fairtrade product.</p> | | | | 0 | N/A | N/A | Cane Sugar 2.1.1, 2.1.2 |
| 4.4.2 Mass balance conversion ratios COCOA | <p>COCOA</p> <p>You use the following processing yields/conversion ratios for mass balance:</p> <ul style="list-style-type: none"> 1 MT beans 0.82 MT liquor 1 MT liquor, 0.5 MT butter, and 0.5 MT powder 1 MT beans, 0.41 MT butter, and 0.41 MT powder. <p>Expressed in volumes of input, this equals:</p> <ul style="list-style-type: none"> For 1MT liquor, you need 1.22 MT of beans For 1MT of butter, 1MT of powder, or both, you need 2 MT of liquor For 1MT of butter, 1MT of powder, or both, you need 2.44 MT of beans. <p>Mass balance conversions are only allowed in the direction that is physically possible: beans to liquor, liquor to butter and powder.</p> | | | | 0 | N/A | N/A | Cocoa 2.1.5 |
| 4.4.3 Mass balance-single site | <p>Applies to Traders applying single site mass balance</p> <p>The Fairtrade inputs are delivered to and processed at the same site where the Fairtrade output is processed.</p> | | | | 0 | N/A | N/A | 0 Trader 2.1.10 |
| 4.4.4 Group mass balance CANE SUGAR, COCOA | <p>CANE SUGAR, COCOA Applies to traders applying the Group Mass balance</p> <p>If you implement group mass balance, you meet the following conditions:</p> <ul style="list-style-type: none"> • All sites involved in group mass balance belong to the same group, regardless of the geographical remoteness between the sites involved in one group. • One site is designated as the central administration site, where all relevant information on all purchases and sales of the entities of the group is available. • The group has an adequate system in place that centralises all Fairtrade purchases and sales information and is common to all entities of the group. This system enables checking that the volume of Fairtrade output sold by the group is not more than the volume of Fairtrade input purchased by the group. <p>You obtain permission from Fairtrade before you implement group mass balance.</p> <p>Any change in the sites involved in the group mass balance also requires permission from the certification body.</p> <p>CANE SUGAR: In the context of Costa Rica, sugar exporter and its source producers are recognized as a "group" for mass balance</p> | | | | 0 | N/A | N/A | Trader 2.1.12. |
| 4.5 Chain of custody models: Identity Preservation | | | | | | | | |
| 4.5.1 Identity Preservation | <p>Applies to traders who apply identity preservation traceability</p> <p>If you use the identity preservation approach, you follow the following rules:</p> <ul style="list-style-type: none"> • You have notified the certification body in writing of your intention to apply optional identity preservation prior setting under the respective traceability model • You physically segregate Fairtrade products with preserved identity from one producer organisation from Fairtrade products originating from other producer organisations and from non-Fairtrade products at all stages. • You identify Fairtrade products with identity preservation at all stages (e.g. storage, transport, processing, packaging, labeling and handling) as well as in all related records and documents. • When you sell Fairtrade products with identity preservation, you include an identification number linked to only one specific Fairtrade producer organisation on product packaging and in documentation. • When you buy Fairtrade products with identity preservation, you ensure that products are identified as a Fairtrade product with identity preservation and include an identification number on product packaging and in documentation. | | | | 0 | N/A | N/A | Trader Standard new requirement |
| 4.6 Product composition | | | | | | | | |
| 4.6.1 All that can must be | <p>Applies to Traders handling food composite products (except FSI traders)</p> <p>You ensure that food composite ingredients and food composite products contain as many Fairtrade ingredients as available, unless the ingredient is:</p> <ul style="list-style-type: none"> • Available or • Related to a new standard, or • Holding an official Provenance designation, or • Temporary Climate product available locally, or • Transitioning Ingredient, or • Natural Flavours, Extracts and Essential Oils other than coffee, cocoa and vanilla, or • An Additive with an "E number" other than those specifically mentioned in Fairtrade standards <p>The total Fairtrade content of the composite product still reaches the minimum threshold of 20%.</p> <p>You refer to Fairtrade International Exceptions and Documented Compliance Policy for further details on compliance with the above.</p> | | | | 0 | N/A | N/A | Trader revised 2.2.1, no change |
| 4.6.2 Minimum Fairtrade content for composite products | <p>Applies to Traders handling food composite products (except FSI traders)</p> <p>Food composite products contain at least 20% Fairtrade content. You express the percentages of the Fairtrade ingredients in weight (or volume) relative to the total weight (or volume) of all the initial ingredients before processing.</p> <p>For products with added water or liquid dairy, you are allowed to exclude all added water and/or liquid dairy from the percentage calculations. This also applies to juices from concentrate, but not fresh juices.</p> | | | | 0 | N/A | N/A | Trader revised 2.2.2, no change |
| 4.6.3 Fairtrade content declaration | <p>Applies to Traders handling food composite products (except FSI traders)</p> <p>You declare the percentage of Fairtrade content on the back of the pack, unless it contradicts national law.</p> | | | | 0 | N/A | N/A | Trader 2.2.3 no change |
| 4.6.3 Traceability for composite products | <p>Applies to Traders that apply physical traceability</p> <p>If you combine physically and non-physically traceable ingredients in Fairtrade composite products, the Fairtrade physically traceable ingredients comply with the physical traceability requirements. If, for technical reasons, this is not possible, you apply for an exception with the certification body.</p> | | | | | N/A | N/A | 0 Trader 2.1.7 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---|---|-----|-----|--------|-----------------------|---------------|--|---|
| 4.6.4 Fairtrade content under the Fairtrade Sourced Ingredients (FSI) model | <p>Applies to Traders handling food composite products under the FSI model</p> <p>Products under the FSI model contain 100% of the relevant commodity in the product, except for cocoa, sugar, fruit juice and tea (Camellia sinensis) traded under mass balance.</p> <p>For cocoa, sugar, fruit juice and tea (Camellia sinensis) products traded under mass balance, an equivalent volume is Fairtrade certified (See 4.2.3 Operators without physical traceability).</p> <p>Finished products carrying the FSI Mark are composite products.</p> <p>Exceptions to this requirement may be granted for a limited time period as set out in the Exceptions and Documented Compliance Policy.</p> | | | 0 | N/A | N/A | | Trader 2.2.5 no change |
| 4.6.4.a Fairtrade content under the Fairtrade Sourced Ingredients (FSI) model COTTON | <p>COTTON</p> <p>Applies to Traders working under the FSI model for cotton (excluding ginners in cotton supply chains)</p> <p>You can apply physical traceability requirements or mass balance criteria. In both cases, claims made on the sourced volumes or scale or sourcing are in accordance with physical volumes previously sourced, whether they are physically traceable or not.</p> | | | 0 | N/A | N/A | | Fibre crops 2.1.14 |
| 4.6.4.d Fairtrade content under the Fairtrade Sourced Ingredients (FSI) model FLOWERS | <p>FLOWERS</p> <p>Applies to Companies, Fairtrade Payers and Traders</p> <p>You ensure that all the flowers, plants and finished plants to be sold as Fairtrade are Fairtrade certified.</p> <p>If not all flowers/finished plants are Fairtrade certified in a bouquet/arrangement, the Fairtrade Sourced Ingredient (FSI) rules are followed.</p> <p>The Fairtrade Sourced Ingredient (FSI) rules do not apply to plants.</p> | | | 0 | 0 | N/A | 0 | FLOWERS and Plants 1.2.1 |
| 4.6.5 Exceptions for use of non Fairtrade ingredients | <p>COTTON</p> <p>Does not apply to FSI operators.</p> <p>All cotton in Fairtrade cotton products is sourced originally from certified producers except where there is insufficient availability of Fairtrade cotton combers. In this case, it is permitted to make cotton wool pads out of up to 20% non-Fairtrade cotton combers, provided that the manufacturer subsequently purchases an equivalent volume of Fairtrade cotton and uses it in the manufacture of a non-Fairtrade product. Any such substitution is clearly reported in the quarterly flow of goods report.</p> | | | 0 | N/A | N/A | | Trader 2.2.4 Fibre crops 2.2.1 |
| 5. Freedom from Forced Labor or Child Labor | | | | | | | | |
| 5.3 Freedom from Forced and Compulsory Labour | | | | | | | | |
| 5.1.1 No tolerance of forced labour | <p>You do not directly or indirectly engage in, support or tolerate forced labour, including bonded or involuntary prison labour.</p> <p>Applies also to SPO members</p> <p>You explain to all members, workers, management, staff and subcontractors what forced labour is and how to recognise it, and that it is not tolerated.</p> | 0 | 0 | | Low Medium High (all) | Forced Labour | <ul style="list-style-type: none"> Records of awareness raising on Forced Labour (See 2.8.2 a Document information & raising awareness). | SPO 3.3.5 HLO 3.2.1 Tea HL 3.2.1 COFFEE 3.2.2 |
| 5.1.1.a No tolerance of forced labour | <p>You explain to management, staff and subcontractors what forced labour is, the basic indicators of forced labour, that it is not tolerated and the right to report it via an existing grievance mechanism.</p> | | | 0 | N/A | 0 | <ul style="list-style-type: none"> Records of awareness raising on Forced Labour (See 2.8.2 Document information & raising awareness). | TS new requirement |
| 5.1.2 Prevention of forced labour | <p>You develop and implement a policy and procedures to identify, mitigate and prevent forced labour.</p> | 1 | 1 | | Medium High | Forced Labour | <ul style="list-style-type: none"> Forced labour policy and procedures (See 2.5.1 Document relevant policies and procedures) | SPO 3.3.12 approach COFFEE 3.2.2 |
| 5.1.3 Forced labour remediation | <p>You develop procedures to support the remediation of cases of forced labour.</p> <p>If you have identified cases of forced labour, you take action to remediate according to your procedures. This may include developing a remediation system, program or projects, in partnership with relevant government agencies, expert human rights NGOs, traders or others expert partner organisations.</p> <p>You document the cases identified and the response implemented on an annual basis.</p> | 1 | 1 | | High | Forced Labour | <ul style="list-style-type: none"> Forced labour remediation procedures Documentation of forced labour cases identified and response implemented. (See 2.7.1 Remediation procedures) | SPO 3.2.6 Tea HLO 3.2.2 COFFEE SPO 3.2.3 |
| 5.1.4 Forced labour monitoring and remediation system COCOA | <p>COCOA</p> <p>Applies in Côte d'Ivoire and Ghana</p> <p>You implement a monitoring and remediation system to regularly check for and respond to cases of forced labour. Your Monitoring and Remediation system contains the elements and procedures detailed in the "Monitoring and Remediation System Definition". You may establish and operate this system in partnership with others, including relevant government agencies, expert human rights NGOs, traders or others.</p> <p>Your monitoring and remediation system documents, stores and assesses the type and number of cases identified and responded to on an annual basis. You handle the data in a manner that ensures no further harm comes to impacted and involved persons.</p> | 3 | | | High | Forced Labour | <ul style="list-style-type: none"> Annual Assessment of the types and number of forced labour cases identified and responded to (See 2.7.1 Remediation procedures) | COCOA 3.3.1, 3.3.2 |
| 5.2 Child Protection and Freedom from Child Labour | | | | | | | | |
| 5.2.1 No child labour including unconditional worst forms of child labour | <p>You do not employ children under the age of 15 or under the age defined by local law, whichever is higher.</p> <p>Applies also to SPO members.</p> <p>You do not submit workers of less than 18 years of age to any type of work which, by its nature or the circumstances under which it is carried out, is likely to jeopardise their health, safety, morals or their school attendance.</p> <p>Applies also to SPO members.</p> <p>You explain to all members, workers, management, staff and subcontractors what child labour and the worst form of child labour are, how to recognise them and that it is not tolerated.</p> | 0 | 0 | | Low Medium High (all) | Child Labour | <ul style="list-style-type: none"> Records of awareness raising on child labour (See 2.8.2 a Document information & raising awareness) | SPO 3.3.8, 3.3.9 3.3.10 HLO 3.3.1, 3.3.2 |
| 5.2.1.a No child labour TEA | <p>TEA</p> <p>If it is legal to employ workers over the age of 16, and you do employ and promote youth employment for persons between 16 and 24 years old, you ensure their rights to decent employment (type and conditions of work) as set out in the Fairtrade Standard.</p> | | | 0 | Low Medium High (all) | Child Labour | 0 | TEA HL 3.3.1, 3.3.2 |
| 5.2.2 Prevention of child labour | <p>You develop and implement a policy and procedures to identify, mitigate and prevent child labour and unconditional worst forms of child labour. Your policy identifies ways to protect children at risk of child labour, including how to prevent children below the age of 15 from being employed for any work and children below the age of 18 from being employed in dangerous and exploitative work.</p> | 1 | 1 | | Medium High | Child Labour | <ul style="list-style-type: none"> Child labour policy and procedures (See 2.5.1 Document relevant policies and procedures) | SPO 3.3.12 HLO 3.3.3, 3.3.5 COFFEE 3.2.2 |
| 5.2.3 Child labour remediation | <p>You develop procedures to guide the remediation of cases where children under 15 years have been employed for any type of work, or children under 18 years have been engaged in dangerous and/or exploitative work.</p> <p>If you have identified cases of child labour, you take action to remediate according to your procedures. This may include developing a remediation program or projects, including expert partner organisations.</p> <p>You document the cases identified and the response implemented.</p> | 1 | 1 | | High | Child Labour | <ul style="list-style-type: none"> Child labour remediation procedures Documentation of child labour cases identified and response implemented. (See 2.7.1 Remediation procedures) | SPO 3.3.11, HLO 3.3.4 COCOA 3.3.2 COFFEE 3.2.3 |
| 5.2.4 Child labour monitoring and remediation system COCOA | <p>COCOA</p> <p>Applies in Côte d'Ivoire and Ghana</p> <p>You implement a monitoring and remediation system to regularly check for and respond to cases of forced labour. Your Monitoring and Remediation system contains the elements and procedures detailed in the "Monitoring and Remediation System Definition". You may establish and operate this system in partnership with others, including relevant government agencies, expert human rights NGOs, traders or others.</p> <p>Your monitoring and remediation system documents, stores and assesses the type and number of cases identified and responded to on an annual basis. You handle the data in a manner that ensures no further harm comes to impacted and involved persons.</p> | 3 | | | High | Child Labour | <ul style="list-style-type: none"> Annual Assessment of the types and number of forced labour cases identified and responded to (See 2.7.1 Remediation procedures) | COCOA 3.3.1, 3.3.2 |
| 5.2.5 Support the education of workers' children | <p>You ensure access to primary education for the children of all permanent resident workers.</p> | | | 0 | Low Medium High (all) | Child Labour | | HLO 2.2.8 |
| 5.2.6 Improve the education of workers' children | <p>You implement measures to improve the education of all workers' children, including children of migrant and temporary/seasonal workers.</p> | | | 3 | High | Child Labour | | HLO 2.2.9 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin | |
|---|---|-----|-----|--------|------------|-----------------------|--|---|--------------------------------|
| 5.2.7 Promote school attendance COCOA | COCOA Applies to Côte d'Ivoire and Ghana You promote the school attendance of all children, including the children of staff, members, farm operators and workers. You assess the root causes of lack of school attendance amongst these children and select at least one activity annually to mitigate these obstacles. | 1 | | | | Low Medium High (all) | Child Labour | 0 | Cocoa 3.3.5 |
| 6. Freedom of association, collective bargaining and social dialogue | | | | | | | | | |
| 6.1 Freedom of Association and Workers' Rights | | | | | | | | | |
| 6.1.1 Guarantee freedom of association | Applies to SPO members also You recognise and respect the rights of all workers (both directly contracted and subcontracted) to form or join a trade union or workers' organisation and to bargain collectively or participate in group negotiations regarding their working conditions. You include this in your commitment to Fairtrade Principles. | 0 | | | | Low Medium High (all) | Freedom of Association | • Commitment to Fairtrade Principles, Human Rights and Environment (See 2.1.1 Commitment to respect Fairtrade Principles, Human Rights and the Environment) | SPO 3.3.13 |
| 6.1.1.a Guarantee freedom of association | You recognise and respect the rights of all workers (both directly contracted and subcontracted) to form or join a trade union or workers' organisation and to bargain collectively or participate in group negotiations regarding their working conditions. You include this in your commitment to Fairtrade Principles. This implement your commitment in the following ways: • You accept to bargain in good faith with unions, • You do not deny trade union access to the workplace for the purpose of meeting with workers, • You do not interfere in any way with workers' Freedom of association, • You do not control, obstruct, interfere with or conduct surveillance on trade unions or other elected worker representatives or their meetings with workers, • You do not discriminate against trade union organisations or support one workers' organisation over another. | 0 | | | | Low Medium High (all) | Freedom of Association | • Commitment to Fairtrade Principles, Human Rights and Environment (See 2.1.1 Commitment to respect Fairtrade Principles, Human Rights and the Environment) | HLO 3.4.2. |
| 6.1.1.b Guarantee freedom of association | You sign the Freedom of Association Protocol (See Annex 8 Freedom of Association Protocol) confirming your commitment, In case the ownership or senior management of a company changes, the FoA protocol is signed by the new owners/management within 3 months. | 0 | | | | Low Medium High (all) | Freedom of Association | • Freedom of Association Protocol, signed (see 2.6.2 Document management systems and processes) | HLO 3.4.3 |
| 6.1.2 Informing workers of their rights | You ensure that all workers are aware of their rights and duties, including the right to unions, which are guaranteed in your Freedom of Association Protocol (see 6.1.1.a Guarantee freedom of association) by at least: • Translating it into the appropriate languages • Displaying it publicly in the workplace. • Informing workers on their rights during paid working hours. | 0 | | | | Low Medium High (all) | Freedom of Association | • Records of awareness raising on FoA (See 2.8.2.a Document Information & raising awareness) | HLO 3.5.8 (part), 3.4.4 (part) |
| 6.1.3 Training on worker rights TEA | Workers, managers and supervisors are trained on rights at work, including the rights of women. Members of Compliance, Health & Safety, Fairtrade Premium and Women's Committees receive regular training on relevant topics that they are asked to propose themselves. Training takes place during working hours and on an annual basis. You record all training activities | 0 | | | | Low Medium High (all) | Freedom of Association | • Records of training on worker rights (See 2.8.3 Document training) | TEA 2.2.2 (part) |
| 6.1.4 Strengthening freedom of association and workers' rights | You implement at least one of the following actions to support freedom of association and workers' rights. • You ensure that all workers are aware of their rights and duties. Applies also to SPO members) • You provide awareness raising for all workers of their rights and duties. This takes place during paid working hours. • If there is no union that is recognised and active in your area, or if unions are forbidden by law, or managed by the government, you encourage workers to establish an independent workers' organisation to represent workers' interests and negotiate with you and defend their interests. | 3 | | | | High | Freedom of Association | • Records of awareness raising on FoA (See 2.8.2.a Document Information & raising awareness) | SPO 3.3.16, 3.3.17 |
| 6.2 Trade Union Representation | | | | | | | | | |
| 6.2.1 Allow trade union representatives to meet with workers | Applies to SPO members also You allow representatives of trade unions to meet with workers on your premises to discuss unionisation, share information and carry out their duties as workers' representatives. You allow this whether or not the trade union represents workers in the sector or region, or has a base in the organisation. The time and place for these meetings are agreed in advance. Workers may also choose to meet with these trade union representatives at any other location. | 0 | 0 | | | Low Medium High (all) | Freedom of Association and collective bargaining | | SPO 3.3.14 HLO 3.4.5 |
| 6.2.2 Facilitate the work of trade union and worker representatives | You ensure that trade union representatives, or if there are none, representatives of another worker organisation present in the workplace, are able to conduct the following activities during working hours: • Meet with all workers in the workplace at agreed times, without interference or the presence of management representatives, at least every three months; • Meet among themselves during regular working hours, at least once a month; • Meet representatives of senior management at least once every 3 months. Meetings with management are scheduled on a regular basis, and the outcomes are documented and signed. This does not include meetings with the Fairtrade Premium Committee or other workplace committees. | 0 | | | | Low Medium High (all) | Freedom of Association and collective bargaining | • Documentation of meetings between Trade Union /worker representatives and management, signed. (See 2.6.2 Document management systems and processes) | HLO 3.4.8, 3.4.9 |
| 6.2.3 Elected workers' organisation | If there is no union that is recognised and active in your area, or if unions are forbidden by law, or managed by the government, you encourage workers to establish an independent workers' organisation to represent workers' interests and negotiate with management. You respect the self-organisation of workers in the following ways: • you provide the opportunity to workers to organise independently of management, • You do not interfere in the process of the formation, recognition or governance of this organisation, • You do not directly or indirectly conduct elections for this organisation • You engage in regular dialogue with representatives of these organisations. | 0 | | | | High | Freedom of Association and collective bargaining | | HLO 3.4.6. |
| 6.2.4 Training of trade union and worker representatives | Trade union/elected worker representatives are offered training on labour legislation and negotiation skills. Training is provided by experts selected by trade unions, labour-side NGOs or an independent labour relations specialist. Training takes place annually during working hours . | 3 | | | | High | Freedom of Association and collective bargaining | • Records of training of trade union / elected worker representatives (See 2.8.3 Document training) | HLO 2.2.4 |
| 6.2.4.a Training of trade union and worker representatives TEA | Trade union/elected worker representatives are trained on • labour legislation • participatory structures under Fairtrade standards (FPC, FCC), e.g. worker representation, including representation of women • labour requirements in Fairtrade standards, as far as they differ from local law | 0 | | | | Low Medium High (all) | Freedom of Association and collective bargaining | • Records of training of trade union / elected worker representatives (See 2.8.3 Document training) | TEA 2.2.2 (part) |
| 6.2.5 No discrimination against members of worker organisations or trade unions | Applies to SPO members also You do not discriminate against, threaten, harass, punish or bribe workers for their past or present membership of a trade union or workers' organisation or for participating in the legal activities of these organisations. This means: • During recruitment, you clearly communicate your commitment to freedom of association and non-discrimination. You do not require candidates to refrain from joining or to relinquish membership in a worker organisation as a condition of employment. • You do not apply measures that have a negative impact on employment status, working conditions, salary, benefits or entitlements to trade union/worker representative for engaging in representative activities • You inform workers of available channels for reporting any discriminatory actions or other grievances. | 0 | 0 | | | Low Medium High (all) | Freedom of Association and collective bargaining | | SPO 3.3.15 (part) HLO 3.4.1 |
| 6.2.6 No dismissal of trade union / worker representatives for related activities | Applies to SPO members also You do not terminate the employment of trade union /worker representatives for reasons related to their representative activities. You keep records of all terminated contracts, including the reason for termination and whether the worker is a member of a trade union or workers organisation or is an elected worker representative | 0 | 0 | | | Low Medium High (all) | Freedom of Association and collective bargaining | • Records of all terminated contracts (See 2.6.2 Document management systems and processes) | SPO 3.3.15 (part) HLO 3.1.8 |
| 6.3 Collective Bargaining and Social Dialogue | | | | | | | | | |

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| 6.3.1 Adherence to Collective Bargaining Agreements (CBA) | If a Collective Bargaining Agreement (CBA) is agreed upon for the sector in which you operate, you sign and adhere to this agreement. If you engage in collective bargaining at the company level, even if a sector-wide collective agreement exists, the company-level agreements do not provide less favourable terms and conditions than the sector-wide agreement. | 0 | | | Low Medium High (all) | Freedom of Association and collective bargaining | •Collective Bargaining Agreement, signed (See 2.6.2 Document management systems and processes) | HLO 3.4.10 |
| 6.3.2 Collective negotiations in the absence of a Collective Bargaining Agreement (CBA) | If there is no CBA in place, your company proactively engages in a process to enter into a collective agreement with elected worker representatives. This means: • You do not refuse any genuine opportunity to bargain collectively with workers. • You negotiate where possible with a recognised trade union • You inform workers about the local point of contact for trade unions and post relevant contact information in the workplace for workers to see and understand. • Management does not participate in any vote or decision by workers to form or join a trade union • Where there is no Trade Union, you negotiate with elected worker representatives that are provided for by law and legally authorised to bargain (see 6.2.3 Elected workers' organisation). In cases where workers have freely and specifically decided not to form or join a trade union and are not otherwise legally authorised to collectively bargain, the collective bargaining requirement is waived. | 0 | | | Medium High | Freedom of Association and collective bargaining | | HLO 3.4.11, 3.4.5 (part) |
| 6.3.3 Social dialogue between management and Trade Union / elected worker representatives | You ensure that trade union/elected worker representatives meet representatives of senior management regularly during working hours at least once every 3 months. The agenda of quarterly dialogue sessions must include at least once a year: • Results of the risk assessment (see 2.2.1.a Risk assessment), including the health and safety risk assessment (See 8.1.3 Health and safety risk assessment) • Actions to address risks to be included in the action plan, including the opportunity for trade unions and elected worker representatives to propose actions to address risks to be included in the plan (See 2.3.2 Action plan) • Joint review of audit results, focusing on improving working conditions, with the opportunity for trade unions and elected worker representatives to propose corrective measures • Implementation of applicable collective bargaining agreements (See 6.3.1 Adherence to Collective Bargaining Agreements (CBA)) • Incremental steps and timeline toward the applicable living wage (See 19.2.2 Progress towards a living wage) • Reporting on wages and other remuneration and on cash payments from the Fairtrade Premium made by the Fairtrade Premium Committee (See 19.2.4) • Analysis of workplace grievances and actions taken to address them (See 2.6.3 Grievance Mechanism) • Specific interests of women workers and minority groups in the workplace. | 0 | | | Low Medium High (all) | Freedom of Association and collective bargaining | • Minutes of social dialogue meetings between trade union/elected worker representatives and senior management (See 2.6.2 Document management systems and processes) | HLO 3.4.8, 1.1.2, 3.5.4, 4.2.3, 4.2.1, 3.4.9, 3.4.10, 3.4.11 (parts) flowers & plants 3.2.5 |
| 7. Fair employment | | | | | | | | |
| 7.1 Employment Conditions, Contracts and Payments | | | | | | | | |
| 7.1.1 Employment contracts for permanent workers | Applies to SPO members also All permanent workers have a legally binding contract of employment. The contract contains at least a description of their work responsibilities, salary or pay rate, and working hours. Each contract is signed by the employer and the worker. You ensure that workers have a signed copy of their employment contract and that they understand the content by providing it in a format and language they understand. | 0 | 0 | | Low Medium High (all) | Fair Employment | • Contracts for all permanent workers signed by the employer and the worker. (See 2.6.2 Document management systems and processes) | SPO 3.3.24 HLO 3.5.6, 3.5.8 |
| 7.1.1.a Employment contracts for permanent workers | Contracts for permanent workers also contain at least the following information: • Core employment terms: description of work responsibilities, salary or pay rate, working hours, overtime regulations, • Economic & Social protection: Entitlements to social benefits, clear rules on deductions, annual paid leave, and guaranteed protection against loss of income due to illness, disability or workplace accidents. • Equitable Termination: A notice period for termination that is reciprocal and equivalent for both the worker and the employer. | 0 | | | Low Medium High (all) | Fair Employment | • Contracts for all permanent workers signed by the employer and the worker. (See 2.6.2 Document management systems and processes) | HLO 3.5.6 |
| 7.1.2 Employment contracts for temporary workers | Temporary workers who have been employed for a period of three months consecutively) or over the course of twelve months have a legally binding written employment contract. Contracts for temporary workers contain at least the following information: • Core employment terms: description of work responsibilities, salary or pay rate, working hours, overtime regulations, • Economic & Social protection: Entitlements to social benefits, clear rules on deductions, annual paid leave, and guaranteed protection against loss of income due to illness, disability or workplace accidents. • Equitable Termination: A notice period for termination that is reciprocal and equivalent for both the worker and the employer. Each contract is signed by the parties, with a copy provided to the worker in a format and language they fully understand. | 0 | | | Low Medium High (all) | Fair Employment | • Contracts for temporary workers signed by the employer and the worker. (See 2.6.2 Document management systems and processes) | HLO 3.5.7 |
| 7.1.2.a Employment contracts for temporary workers TEA | TEA Temporary workers who work for 6 consecutive days or for at least 10 days in a month, or more of uninterrupted service, have a legally binding written contract of employment with a job description in a language they understand, signed by the employee and employer. The contract includes duration of contract, hours/day per week worked, job description, wage level, wage deductions, notice period, details on in-kind benefits, responsibilities of employer and employee, and includes an explanation of the grievance procedure. In the case of dissolution of the contract, the notice period is identical for the employer and the employee. | 0 | | | Low Medium High (all) | Fair Employment | • Contracts for temporary workers signed by the employer and the worker. (See 2.6.2 Document management systems and processes) | TEA 3.4.1 |
| 7.1.3 Permanent employment for regular work | Applies to SPO members also You do not use production, quotas and piecework employment as a means to avoid time-bound contracts. Time-limited contracts and subcontracting are permitted during peak periods, in the case of special tasks and under special circumstances. For work based on production quotas and piecework, during normal working hours, you pay the proportionate minimum wage or the relevant industry average, whichever is higher. You make the method of calculation transparent and accessible to the workers and worker organisations. | 0 | 0 | | Medium High | Fair Employment | • Method of calculation for payment of work based on production quotas and piecework. (See 2.6.2 Document management systems and processes) | SPO 3.3.20, HLO 3.5.22 |
| 7.1.3.a Permanent employment for regular work | All regular work is undertaken by permanent workers. | 0 | | | Medium High | Fair Employment | 0 | HLO 3.5.22 |
| 7.1.4 Regular payment to workers | You make payments to workers at regular scheduled intervals. All payments are made in legal tender. Payments are documented, recording at least the name of the worker, work done, e.g., hours worked, and payment received. | 0 | 0 | | Low Medium High (all) | Fair Employment | 0 | SPO 3.3.21, 3.3.22 HLO 3.5.5 |
| 7.1.4.a Regular payment to workers | Applies to SPO members also Payments may be documented with a pay slip or a log system. You must not make payment in kind if the worker explicitly agrees. | 0 | | | Low Medium High (all) | Fair Employment | • Documentation of payments to workers (pay slips or log system). (See 2.6.2 Document management systems and processes) | 0 |
| 7.1.4.b Regular payment to workers | Payments are documented with a pay slip must include statutory and other deductions as applicable by law and/or agreed with the worker. | 0 | | | Low Medium High (all) | Fair Employment | • Documentation of payments to workers (pay slips). (See 2.6.2 Document management systems and processes) | HLO 3.5.5 |
| 7.1.5 Records of worker contracts and payments | You keep up-to-date records of all workers employed. This includes permanent, temporary and casual workers. For each worker, you record at least the name of the worker, period of payment, hours worked, employee's name, regular working hours, overtime, salary, overtime rate, deductions made (e.g. social security), bonuses or financial compensation. If you subcontract workers, you ensure the contractor provides records of contracted workers with this information. | 0 | | | Low Medium High (all) | Fair Employment | • Records of workers (See 2.6.2 Document management systems and processes) | SPO 3.3.18 HLO 3.5.25 |

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| 7.1.5.b Records of worker contracts and payments | You keep up-to-date records of all workers employed. This includes permanent, temporary, and casual. For each worker, you record at least the full name, gender, age, nationality, hours worked, and wage paid. If you subcontract workers, you ensure the contractor provides records of contracted workers with this information. In the context of Dominican Republic where there are challenges to the regularization of migrant workers it is compulsory that you keep up-to-date records of all workers, including temporary, casual and sub-contracted workers, containing for each worker: Full name, gender, year of birth, nationality, start and end date of employment, type of work (permanent, temporary, seasonal, full time/part-time), salary rate earned per day, week, fortnight or month, social / in-kind benefits received or available when applied (health, education, food, housing, transportation) and affiliation to social security and / or private health insurance. | 0 | | | | High | Fair Employment | • Records of workers (See 2.6.2 Document management systems and processes) | SPO 3.3.18 HLO 3.5.25 |
| 7.1.5.c Records of worker contracts and payments | Applies in the Dominican Republic only you keep up-to-date records of all workers, including temporary, casual and sub-contracted workers, containing for each worker: Full name, gender, year of birth, nationality, start and end date of employment, type of work (permanent, temporary, seasonal, full time/part-time), salary rate earned per day, week, fortnight or month, social / in-kind benefits received or available when applied (health, education, food, housing, transportation) and affiliation to social security and / or private health insurance. | 0 | 0 | | | Low Medium High (all) | Fair Employment | • Records of workers (See 2.6.2 Document management systems and processes) | interpretation note |
| 7.1.6 Subcontracting workers | You contract seasonal/temporary workers for Fairtrade production directly rather than through a subcontractor. You may only subcontract workers for non-regular work if you have tried to hire workers directly and were not successful. | 0 | 0 | | | Low Medium High (all) | Fair Employment | 0 | SPO 3.3.23 HLO 3.5.23, 3.5.24 (part) |
| 7.1.7 Compliance with the standard for subcontracted workers | Where a subcontractor is used to recruit workers, including from other regions or countries, you put the following measures in place to ensure that their hiring and working conditions also comply with this Standard. This means: • You develop appropriate selection criteria to help decide on an appointment, including compliance with hiring and working conditions that comply with the Standard • You check and approve the subcontractor's credentials before signing a contract • The subcontractor commits in the contract to comply with the standard and be subject to audits | 0 | 0 | | | High | Fair Employment | • Selection criteria for appointment of subcontractors • Contracts with subcontractors (See 2.6.2 Document management systems and processes) | SPO 3.3.23 HLO 3.5.24 1.1.1 |
| 7.1.8 Equitable employment conditions for all workers | You ensure that local and migrant, seasonal/temporary and permanent workers, including subcontracted workers, receive equivalent employment conditions for equal work performed. | | 0 | | | Medium High | Fair Employment | | HLO 3.5.21 (part) |
| 7.1.9 Fair and appropriate disciplinary measures | You establish and implement a policy that clearly outlines fair and appropriate disciplinary measures in line with the principle of non-discrimination. | | 0 | | | Low Medium High (all) | Fair Employment | • Policy on disciplinary measures (See 2.5.1 Document relevant policies and procedures) | HLO 3.1.4 |
| 7.1.10 Supporting fair employment conditions | You implement at least one of the following actions to support freedom of association and workers' rights: • All regular work is undertaken by permanent workers. Applies to SPO members also. • You ensure that local and migrant, seasonal/temporary and permanent workers receive equivalent employment conditions for equal work performed. • You ensure subcontracted workers receive equivalent employment conditions for equal work performed. | 3 | | | | High | Fair Employment | | SPO 3.3.26, 3.5.28 |
| 7.1.11 Professional Development Opportunities | You provide opportunities to workers and staff to develop their skills and qualifications. | | 3 | | | High | Fair Employment | | HLO2.2.8 |
| 7.2 Working hours | | | | | | | | | |
| 7.2.1 Working hours and overtime | You do not require workers to work in excess of 48 hours per week regularly. You do not require overtime work. Overtime is allowable under the following conditions: • The worker is on-call. • It is voluntary. • It is not used regularly. • It does not extend over a period of more than 3 consecutive months. • It does not exceed 12 hours per week, unless exceptional circumstances apply (See 7.2.5 Ensuring fair working hours). In all cases, overtime rates apply. If exceptional circumstances apply you request an exception from the certification body with a clear justification. Any exception will only be granted for one calendar year and is valid for a maximum of 12 weeks per calendar year. Exceptions cannot be granted in contradiction to applicable legislation. You communicate any exception granted by the certification body to workers. | 0 | | | | Low Medium High (all) | working hours | 0 | HLO 3.5.9, 3.5.11 |
| 7.2.2 Mandatory rest days | Workers have at least one day of rest for every 6 consecutive days worked, unless exceptional circumstances apply. In this case, you request an exception from the certification body with a clear justification. Any exception will only be granted for one calendar year and is valid for a maximum of 12 weeks per calendar year. Exceptions cannot be granted in contradiction to applicable legislation. You communicate any exception granted to workers. Even in exceptional circumstances, workers do not work more than 14 hours per day, more than 72 hours per week or more than 11 continuous working days without rest. | | 0 | | | Low Medium High (all) | working hours | 0 | HLO 3.5.10, 3.5.11 |
| 7.2.3 Lunch and work breaks | You grant and respect lunch and work breaks. | | 0 | | | Low Medium High (all) | working hours | | HLO 3.5.14 no change |
| 7.2.4 Working hours for nursing mothers | You ensure that any nursing mother has one or more daily breaks during paid working time, or a daily reduction of hours of work, to nurse her child for up to 9 months after the birth. | | 0 | | | Low Medium High (all) | working hours | | HLO 3.5.18 |
| 7.2.5 Ensuring fair working hours | You implement at least one of these practices to ensure fair working hours : • You do not require workers to work in excess of 48 hours per week regularly. • You do not require overtime work. Overtime is only allowable if it is voluntary. It is not used regularly. It does not exceed 12 hours per week and it does not extend over a period of more than 3 consecutive months. • Workers have at least one day of rest for every 6 consecutive days worked. • You grant and respect lunch and work breaks. • You ensure that any nursing mother has one or more daily breaks during paid working time, or a daily reduction of hours of work, to nurse her child for up to 9 months after the birth. | 0 | | | | High | working hours | | NEW |
| 7.3 Worker Benefits and Welfare | | | | | | | | | |
| 7.3.1 Annual paid leave | You ensure workers receive paid annual leave based on whichever is higher of the following options: • at least 2 weeks of paid leave per year, not including sick and casual leave. • national legislation • agreements detailed in a specific or sectoral CBA | | 0 | | | Low Medium High (all) | worker benefits | | HLO 3.5.13 |
| 7.3.1.a Annual paid leave FLOWERS AND PLANTS | FLOWERS AND PLANTS You grant workers at least 3 weeks of paid leave per year, at minimum based on ILO convention C132, not including sick and casual leave. | | 0 | | | Low Medium High (all) | worker benefits | | FLOWERS AND PLANTS 3.2.6 |
| 7.3.2 Sick leave | You develop a policy and procedures setting out the rules and processes for workers to take regular sick leave and sick leave caused by employment injury. The policy and procedures ensure that workers on sick leave are protected from being dismissed and are guaranteed some form of income. Sick leave is not deducted from annual leave. | | 0 | | | Low Medium High (all) | worker benefits | • Policy and procedures governing sick leave (See 2.5.1 Document relevant policies and procedures) | HLO 3.5.15 |
| 7.3.3 Maternity leave | You ensure workers are entitled to maternity leave in accordance with national laws or CBA regulations where they exist, or the agreement signed between the workers' organisation and the employer, whichever is the most favourable for the worker. You ensure workers are entitled to at least eight weeks of maternity leave with compensation consistent with national laws or not less than 2/3 of their regular pay, whichever is higher. You ensure that workers who are pregnant or on maternity leave are protected from being dismissed and do not incur any loss of rights, benefits or entitlements. Maternity leave is not deducted from annual leave. | | 0 | | | Low Medium High (all) | worker benefits | | HLO 3.5.16, 3.5.17 FLOWERS AND PLANTS 3.1.1 |
| 7.3.4 Recruitment of workers from other regions or countries | If you actively recruit workers from other regions within your country or from other countries, you pay the following costs: • Any recruitment or agency and visa fees incurred. • travel costs for these workers to and from their home country or region at the onset and end of their work period, if the work period is less than one year. | | 0 | | | Medium High | worker benefits | | HLO 3.5.26 (part) |
| 7.3.5 Social security | You ensure that all workers receive social security benefits in compliance with national legislation, or CBA regulations where they exist, or the agreement signed between the workers' organisation and the employer, whichever is the most favourable for the worker. | | 0 | | | Low Medium High (all) | worker benefits | | HLO 3.5.19 |
| 7.3.5.a Social security FLOWERS AND PLANTS | FLOWERS AND PLANTS You provide legal social security for all workers, covering at least invalidity and injury at work, occupational illness, maternity and old-age benefits. | | 0 | | | Low Medium High (all) | worker benefits | | FLOWERS AND PLANTS 3.2.8 |

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| 7.3.6 Improved worker benefits | <p>Applies to SPO members also</p> <p>You implement at least one of the following in accordance with national laws or CBA regulations where they exist, or the agreement signed between the workers' organisation and the employer, whichever is the most favourable for the worker:</p> <ul style="list-style-type: none"> • ensure workers are entitled to maternity leave • ensure that all workers receive social security benefits • ensure workers receive non-mandatory benefits set out in national laws or CBA regulations • ensure that local and migrant, seasonal/temporary and permanent workers receive the same benefits and employment conditions as permanent workers • if social security or pension schemes cannot be made available to some workers, e.g. migrant or temporary/seasonal workers, you provide an equivalent or alternative benefit through other means | 3 | | | High | worker benefits | | SPO 3.3.27, 3.3.28 |
| 7.3.6.a Improved worker benefits | <p>You implement at least one of the following in accordance with national laws or CBA regulations where they exist, or the agreement signed between the workers' organisation and the employer, whichever is the most favourable for the worker:</p> <ul style="list-style-type: none"> • work towards all permanent workers having a provident fund or pension scheme • provide support for crèche facilities for your workers' children, either inside or outside your premises. | 3 | | | High | worker benefits | | HLO 2.2.1, 3.5.20, 3.5.21. |
| 7.3.7 Equitable benefits for all workers | <p>You ensure that local and migrant, seasonal/temporary and permanent workers receive the same benefits and employment conditions for equal work performed.</p> <p>In cases where equivalent benefits, such as social security or pension schemes, cannot be made available to some workers, e.g. migrant or temporary/seasonal workers, you provide an equivalent or alternative benefit through other means.</p> | 1 | | | Medium High | worker benefits | 0 | HLO 3.5.21 |
| 8. Safe Working Conditions | | | | | | | | |
| 8.1 Workplace Safety | | | | | | | | |
| 8.1.1 Health and safety officer | <p>You appoint a Health & Safety (H&S) Officer to be in charge of occupational health and safety matters</p> <p>Senior management ensures that the H&S Officer is adequately trained for the job and has a job description which includes the following responsibilities:</p> <ul style="list-style-type: none"> • Meet regularly with workers to identify, plan, implement and monitor measures to improve health and safety in the workplace. • Raise workers' concerns on health and safety issues with management, including compliance with the Fairtrade standard or legal requirements. • Inform and train workers on health and safety • Compile reports on work accidents and first aid measures or medical treatment received. | 0 | | | Low Medium High (all) | Working Conditions | <p>•Details of Health and Safety Officer (See 2.4.1 Responsible persons and resources to support implementation)</p> | HLO 3.6.2, 3.6.17 |
| 8.1.2 Health and safety committee | <p>You establish an Occupational Health & Safety Committee with workers' representation.</p> <p>The Health & Safety Committee holds regular meetings with the H&S Officer to discuss health and safety in the workplace.</p> | 0 | | | Low Medium High (all) | Working Conditions | <p>•Details of Health and Safety Committee (See 2.4.1 Responsible persons and resources to support implementation)</p> | HLO 3.6.3 |
| 8.1.3 Health and safety risk assessment | <p>You carry out regular Health & Safety risk assessments jointly with workers and their Health & Safety representatives (see 8.1.2 Health and safety committee). You ensure the Health & Safety risk assessment is carried out by a trained person.</p> <p>You include the results in your Risk Assessment and include actions in your action plan to develop and adapt safety measures based on the Health and Safety Risk Assessment.</p> | 0 | | | Low Medium High (all) | Working Conditions | <p>• Health and safety risk assessment - included in Risk Assessment (See 2.2.1 Risk Assessment)</p> | HLO 3.6.4; TEA HL 3.5.1 |
| 8.1.4 Safety of workplaces, machinery and equipment | <p>You make work processes, workplaces, machinery, and equipment on the production site safe and check them regularly to minimise health risks.</p> <p>To ensure safety, you do the following:</p> <ul style="list-style-type: none"> • Put in place safety procedures, including accident prevention and response, and communicate these to staff. • Clearly identify risk areas and potential hazards by warning signs in local languages and include pictograms if possible. • Provide properly marked fire exits, escape routes, firefighting equipment and fire alarms for every indoor workplace, according to industry standards. • Keep fire exits and escape routes clear from obstacles, allowing for swift and safe exit in case of an emergency. • Ensure all hazardous machinery and equipment have adequate safety devices, and protective guards are placed over moving parts. • Provide proper tools and suitable work clothes for all workers appropriate to their tasks, and replace them regularly free of charge. • Provide Safety equipment to all workers who perform hazardous tasks that is appropriate for the type of work to be carried out and the associated risks, and monitor its use • When hazardous work is carried out, you display information, safety instructions, re-entry intervals and hygiene recommendations clearly and visibly in the workplace in the local language(s) and with pictures • You respect the right of workers to remove themselves from danger resulting from their work activity when they have reasonable justification to believe there is an imminent and serious risk to their safety and health, and to inform their supervisors immediately. Workers shall not be placed at any disadvantage as a result of these actions (ILO Convention 184). <p>Provide workers with personal protective equipment in a timely manner; this equipment must be</p> | 0 | | | Low Medium High (all) | Working Conditions | <p>• Safety procedures (See 2.5.1 Document relevant policies and procedures)</p> | SPO 3.3.30, 3.3.35, HLO 3.6.1, 3.6.5, 3.6.15 FLOWERS AND PLANTS 3.3.6, 3.3.8 |
| 8.1.4.a Safety of workplaces, machinery and equipment | <p>Applies to SPO members also</p> <p>You make work processes, workplaces, machinery, and equipment on the production site safe and check them regularly to minimise health risks.</p> | 0 | | | Low Medium High (all) | Working Conditions | | SPO 3.3.30 |
| 8.1.4.b Safety of workplaces, machinery and equipment | <p>Applies to SPO members also</p> <p>When hazardous work is carried out, you display information, safety instructions, re-entry intervals and hygiene recommendations clearly and visibly in the workplace in the local language(s) and with pictograms.</p> | 3 | | | Low Medium High (all) | Working Conditions | | SPO 3.3.35 |
| 8.1.4.c Safety of workplaces, machinery and equipment | <p>Applies to SPO members also</p> <p>To ensure safety, you implement at least one of the following measures:</p> <ul style="list-style-type: none"> • Put in place safety procedures, including accident prevention and response and communicate these to staff. • Provide properly marked fire exits, escape routes, firefighting equipment and fire alarms for every indoor workplace, according to industry standards. • Keep fire exits and escape routes clear from obstacles, allowing for swift and safe exit in case of an emergency. • Ensure all hazardous machinery and equipment have adequate safety devices, and protective guards are placed over moving parts. • Provide Safety equipment to all workers who perform hazardous tasks, train them on how to use it properly and monitor its use. • You nominate a person to be responsible for Health & Safety (H&S) who knows about health and safety issues. The responsible person meets with workers to hear their concerns about health and safety issues including compliance with relevant laws. | 3 | | | High | Working Conditions | <p>if applicable •Details of Health and Safety Representative (See 2.4.1 Responsible persons and resources to support implementation)</p> | SPO 3.3.38, 3.3.39 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---|---|-----|-----|--------|-----------------------|--------------------|--|--|
| 8.1.5 Protection from hazardous materials | <p>You include in your safety procedures measures to protect any person handling pesticides or hazardous chemicals from potential health risks, and implement these accordingly.</p> <p>The procedures include at least the following actions:</p> <ul style="list-style-type: none"> You provide personal protective equipment (PPE) free of charge for all workers performing hazardous work. You ensure that all individuals, including members and workers, wear appropriate personal protective equipment (PPE) when handling pesticides or hazardous chemicals. You ensure that the PPE is used properly You ensure that replacement equipment is ordered and distributed when the existing equipment becomes worn out, in accordance with applicable regulations. Chemicals are handled properly, and safety instructions on the product label are followed. If instructions are not available, you ensure that spraying time does not exceed 4 hours and workers are relieved periodically from spraying tasks. After spraying pesticides, you follow the re-entry intervals defined by the manufacturer or those defined by the World Health Organisation (WHO) acute toxicity categories (see guidance). You mark the area by signs and do not allow entry until the reentry interval is complete and the foliage is completely dry Chemical spraying equipment and PPE are stored separately to avoid contamination from pesticides, and members/workers never take them to their homes. Spraying equipment is properly calibrated. Chemical handlers rinse equipment that is used to apply pesticides and other hazardous chemicals, and rinse PPE, in a dedicated area after each use and before undressing. Chemical handlers shower after spraying. You provide showering or washing facilities for workers who handle pesticides. These facilities are separated for women and men, and the number of facilities is proportional to the number of workers. (minimum proportion is 1:25) All facilities are cleaned regularly and equipped with covered drains and | 0 | | | Medium High (all) | Working Conditions | <ul style="list-style-type: none"> procedures to protect any person handling pesticides or hazardous chemicals included in Safety procedures (See 8.1.4) (See 2.5.1 Policies and procedures) | HLO 3.6.19, 3.6.22, 3.6.23, 5.2.4 |
| 8.1.5.a Protection from hazardous materials | <p>Applies to SPO members also</p> <p>You implement procedures to protect any person handling pesticides or hazardous chemicals from potential health risks.</p> <ul style="list-style-type: none"> You ensure that all individuals, including members and workers, wear appropriate personal protective equipment (PPE) when handling pesticides or hazardous chemicals. You provide showering or washing facilities for workers who handle pesticides. These facilities are separated for women and men, and the number of facilities is proportional to the number of workers. You provide free of charge personal protective equipment (PPE) for all workers performing hazardous work. You ensure that the PPE is used properly. You ensure that replacement equipment is ordered and distributed when the existing equipment becomes worn out, in accordance with applicable regulations. | 0 | | | Medium High | Working Conditions | <ul style="list-style-type: none"> procedures to protect any person handling pesticides or hazardous chemicals (See 2.5.1 Document relevant policies and procedures) | SPO 3.2.5, 3.3.33, 3.3.36 |
| 8.1.5.b Protection from hazardous materials CASHEW NUTS | <p>CASHEW NUTS</p> <p>Applies to all operators who process raw cashew nuts to protect workers from cashew nut liquid. Does not apply to other actors handling cashew nut kernels.</p> <p>Workers within the processing units must be adequately protected from cashew nut liquid. This means the employer must</p> <ul style="list-style-type: none"> Provide Protective garments and oils Ensure that employees are trained in the use of protective garments and oils. monitor that employees use protective garments and oils correctly. | 0 | | | Low Medium High (all) | Working Conditions | 0 | Nuts 3.3.1, 3.3.2, 3.3.3, 3.3.4 |
| 8.1.5.c Protection from hazardous materials FLOWERS AND PLANTS | <p>FLOWERS AND PLANTS</p> <p>All workers handling chemicals wear a clean and fitting uniform at their workplace. All workers handling pesticides or carrying out hazardous work receive personal protective equipment (PPE) in forms appropriate for the chemicals being handled, which are undamaged. If any damage does occur, they are replaced immediately. You set a process for ensuring the cleanliness of the uniforms and that the clothes are washed within the company's grounds during working hours.</p> <p>You protect workers from contamination with pesticides.</p> <ul style="list-style-type: none"> Pesticide application in greenhouses is strictly forbidden as long as unprotected workers are inside. Spraying will not take place if unprotected workers in a neighbouring greenhouse or outside are or will be exposed to drifting pesticides. Appropriate re-entry intervals are applied to ensure that people are not affected by pesticide drift. <p>You undertake proper measures to ensure that the children of workers are not exposed to hazardous materials.</p> | 0 | | | Low Medium High (all) | Working Conditions | | flowers and plants 3.3.7,3.3.8,3.3.9, |
| 8.1.5.d Protection from hazardous materials - post-harvest treatments FLOWERS AND PLANTS | <p>The use of post-harvest treatments and pesticides to extend vase life follows the safety instructions of the manufacturer and the following conditions:</p> <ul style="list-style-type: none"> In case the company prepares its own solution of post-harvest chemicals, there needs to be knowledge of the hazards that it poses to health. Measures are in place to avoid exposure of workers to the solution used. Silver Thiosulfate waste needs to be handled and disposed of in a way that it does not pollute soil or water. The pesticide is registered for post-harvest use for flowers. Workers undertaking the application have been trained in safe use and handling of the pesticide and use effective personal protective equipment. The application is done in a way to avoid exposure of workers nearby (e.g. in the surrounding post-harvest area). This may be done by the use of separated area for post-harvest treatment or effective physical barriers. Records of application are kept, including information of at least date and time, name of person applying, quantity of active ingredient(s) used, pest or disease to be controlled and site. | 0 | | | Low Medium High (all) | Working Conditions | 0 | flowers and plants 4.1.1 |
| 8.1.6 Awareness of the risks of hazardous materials for all | <p>You raise awareness of the hazards and risks related to pesticides and other hazardous chemicals, including for individuals who are not directly handling these materials. This includes informing people about the importance of respecting re-entry intervals into treated areas so they understand and follow these safety measures (See 8.1.5 Protection from hazardous materials).</p> | 0 | 0 | | Medium High | Working Conditions | <ul style="list-style-type: none"> Records of awareness raising on risks related to pesticides and hazardous chemical (See 2.8.2.a Document information & raising awareness) | SPO 3.2.6 HLO 5.2.5 |
| 8.1.7 Protection of vulnerable groups from hazardous work | <p>Applies to SPO members also</p> <p>You do not engage vulnerable persons in any potentially hazardous work. This includes:</p> <ul style="list-style-type: none"> persons younger than 18 years; pregnant or nursing women; persons with incapacitating mental conditions; persons with chronic, hepatic or renal diseases; persons with respiratory diseases. | 0 | 0 | | Low Medium High (all) | Working Conditions | | SPO 3.3.31 HLO 3.6.21 |
| 8.1.8 Training for workers engaged in hazardous work | <p>You train workers who are engaged in potentially hazardous work according to the tasks they carry out. The training covers the following topics:</p> <ul style="list-style-type: none"> Health and environmental risks of the work undertaken, including, if relevant, the products handled such as pesticides and hazardous chemicals; Correct emergency actions in case of an accident. How to use safety equipment and Personal Protective Equipment (PPE) properly. | 0 | | | Medium High | Working Conditions | <ul style="list-style-type: none"> Records of training of workers engaged in potentially hazardous work (See 2.8.3.b Document training) | SPO 3.3.34 HLO 3.6.7 |
| 8.1.8.a Training for workers engaged in hazardous work | <p>Applies to SPO members also</p> <p>You train workers who are engaged in potentially hazardous work according to the tasks they carry out. The training covers the following topics:</p> <ul style="list-style-type: none"> Health and environmental risks of the work undertaken, including, if relevant, the products handled such as pesticides and hazardous chemicals; Correct emergency actions in case of an accident. | 3 | | | Medium High | Working Conditions | <ul style="list-style-type: none"> Records of training of workers engaged in potentially hazardous work (See 2.8.3 Document training) | SPO 3.3.34 |
| 8.1.9 Occupational health and safety training | <p>You train all workers and their representatives in the basic requirements of occupational health and safety</p> <p>The training covers at least the following topics:</p> <ul style="list-style-type: none"> Actions to protect health and avoid work-related sickness and accidents, Evacuation procedures First Aid <p>Training is repeated regularly (at least every 12 months) to ensure all new and reassigned workers are trained.</p> | 0 | | | Low Medium High (all) | Working Conditions | <ul style="list-style-type: none"> Records of training on occupational health and safety (See 2.8.3 Document training) | HLO 3.6.6, 3.6.15, 3.6.16 (part) flowers and plants 3.3.5 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin | |
|--|--|-----|-----|--------|------------|-----------------------|----------------------|---|---|
| 8.1.10 Prevention of contagious diseases | You establish and implement a policy to prevent and deal with major contagious diseases, including a reporting structure for the incidence of epidemics. This policy takes the local context (e.g. regarding EU/AFS) into particular account. | | 3 | | | High | Working Conditions | • Policy for the prevention of contagious diseases (See 2.5.1 Document relevant policies and procedures) | HLO 3.6.30 |
| 8.2 First Aid and Medical Care | Applies to SPO members also | | | | | | | | |
| 8.2.1 Access to first aid | You provide accessible first aid equipment and ensure that people who are trained in first aid are accessible in the workplace at all times. (See 8.1.9 Occupational health and safety training) | 0 | 0 | | | Low Medium High (all) | Working Conditions | | SPO 3.3.37 HLO 3.6.16 |
| 8.2.2 Access to health care | You provide access to appropriate health care within working hours for the prevention and treatment of work-related illness or injury. This means: • You offer all workers free regular medical advice, examinations and check-ups by a medical doctor at least every three years. • Workers engaged in handling any potentially hazardous chemicals receive medical checkups at least once a year, by a medical doctor to monitor for possible changes in health due to exposure to hazardous chemicals. • Workers have full access to any national social security or health insurance scheme to which they contribute. For all health care services, the following conditions apply: • Workers' use of these services is voluntary. • Services are provided at fixed times during working hours. • Any findings are communicated to the worker confidentially and in a readily understandable form. • The health care service establishes Individual health records for all workers at the beginning of their employment. • Worker health records are kept confidential, and management does not have access to them. • Medical services provided by the employer do not substitute or diminish the worker's right to access national health insurance schemes or private coverage. | | 0 | | | Low Medium High (all) | Working Conditions | 0 | HLO 3.6.18, 3.6.20, 3.6.28 TEA 3.5.2, Flowers and plants 3.3.1, 3.3.2, 3.3.3, 3.3.4 |
| 8.2.2.a Access to health care FLOWERS AND PLANTS | FLOWERS AND PLANTS • You ensure that every year, a representative group of workers in the cultivation, harvesting and finishing sections is medically examined by a doctor. • You provide medical examinations every 3 months to workers engaged in handling any potentially hazardous material at the employer's expense and the results are communicated to the worker in an understandable form. • You do not allow the person to work with hazardous material if a doctor concludes, based on the medical examinations, that the health of the worker would be impaired if the worker continued working with the hazardous materials. • You report and act upon medical conditions that require actions to safeguard the health of a worker, with the permission of the worker. | | 0 | | | Low Medium High (all) | Working Conditions | 0 | Flowers and plants 3.3.1, 3.3.2, 3.3.3 |
| 8.2.2.b Access to health care FLOWERS AND PLANTS | TEA, FLOWERS AND PLANTS If your workers suffer from a work-related illness or injury, they receive appropriate treatment and compensation. | | 0 | | | Low Medium High (all) | Working Conditions | 0 | TEA 3.5.2, Flowers and plants 3.3.4 |
| 8.2.3 Medical officer | You appoint a qualified person (trained health worker, nurse or physician) as a Medical Officer responsible for healthcare and health protection. The medical officer is responsible for: • Suggesting, planning and monitoring actions to improve medical care, • Proposing actions to reduce sickness and accidents, and protect health within the company, • Maintaining full, continuously updated documentation on actions taken. | | 0 | | | Low Medium High (all) | Working Conditions | Details of Medical Officer (See 2.4.1 Responsible persons and resources to support implementation) | HLO 3.6.26, 3.6.27 |
| 8.2.4 Onsite medical care | You implement at least one of the following: • Your company provides free occupational healthcare, which is offered at the workplace at fixed times during working hours. • Your company provides workers with free and regular medical care as described in 8.2.2 Access to health care on your premises. • You establish an on-site dispensary, where legally allowed, the dispensary has adequate equipment and a stock of basic medicines for the treatment of the most common diseases and acute poisoning. A trained health professional (e.g. doctor, nurse, health worker) is present according to a timetable displayed at the dispensary. If there is no doctor in regular attendance at the dispensary, you sign a contract with a doctor who is paid for by the company to whom patients are referred and who carries out medical check-ups, advises and supervises the dispensary nurse or health worker. In all cases, onsite medical services provided by the employer do not substitute or diminish the worker's right to access national health insurance schemes or private coverage. | | 3 | | | High | Working Conditions | | 3.6.26 and first part of 3.6.29 HLO 3.6.29 (second half) |
| 8.3 Workplace Facilities and Amenities | Applies to SPO members also | | | | | | | | |
| 8.3.1 Drinking water | You ensure all workers have access to clean and safe drinking water, as appropriate in the region or available from a public water supply system. | 0 | 0 | | | Low Medium High (all) | Workplace facilities | | SPO 3.3.29 HLO 3.6.8 |
| 8.3.1.a Drinking water | All drinking water facilities are clearly labelled as such. | | 0 | | | Low Medium High (all) | Workplace facilities | 0 | HLO 3.6.8 |
| 8.3.1.b Drinking water quality analysis | If water purity (quality) has been identified as a risk, it is analysed at least twice a year to correspond with seasonal variations. | | 0 | | | High | Workplace facilities | | HLO 3.6.8 |
| 8.3.2 Toilets and hand washing facilities | Applies to SPO members also You provide clean toilets with hand-washing facilities close by for workers. These facilities are separate for women and men The number of facilities is in proportion to the number of workers. (HLO - minimum proportion is 1:25) | 0 | 0 | | | Low Medium High (all) | Workplace facilities | | SPO 3.3.32 HLO 3.6.9 (part) |
| 8.3.2.a Toilets and hand washing facilities | You provide clean hand washing facilities close to the canteen. All facilities are cleaned regularly and equipped with covered drains and pipes. | | 0 | | | Low Medium High (all) | Workplace facilities | 0 | HLO 3.6.9 (part) |
| 8.3.3 Changing rooms | You provide changing rooms for all workers. You provide lockable storage facilities if workers request them. | | 0 | | | Low Medium High (all) | Workplace facilities | | HLO 3.6.9 (part) |
| 8.3.4 Recreation areas and canteens | You provide suitable areas where workers can rest, and canteens with cooking facilities, where necessary and if requested. | | 3 | | | High | Workplace facilities | | HLO 3.6.10 |
| 8.3.4.a Recreation areas and canteens FLOWERS AND PLANTS | FLOWERS AND PLANTS You ensure that workers and their families receive or have access to sufficient healthy food in case shops and canteens are not available. If workers bring their own food, you provide a suitable area where workers can store and consume their food away from the working area. To avoid health risks, eating in working areas is prohibited. | | 0 | | | Low Medium High (all) | Workplace facilities | | FLOWERS AND PLANTS 3.3.10 |
| 8.3.5 Worker housing | If you provide housing for permanent, migrant, seasonal/temporary or former workers, you ensure that the premises meet the following conditions: • The housing is structurally safe • The housing provides reasonable levels of decency, privacy, security and hygiene. • If sanitary facilities are shared, there is a reasonable number of toilets and bathing facilities with clean water, per number of users, and according to regional practice. • Housing and related communal facilities are regularly maintained and improved If your company charges rent for housing, it is according to local averages. If your company provides the majority of general workers with basic housing, for free, you compensate workers who are not able to receive free housing with an allowance that will enable them to afford to rent a house of the same standard. Workers have the freedom to be able to choose if they want to be housed on the farm or not. | | 0 | | | High | Workplace facilities | | HLO 3.5.27 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|--|--|-----|-----|--------|-----------------------|-----------------------------------|--|--------------------------------------|
| 8.3.5.a Worker housing TEA | TEA If you provide housing for permanent, migrant, seasonal/temporary or former workers, the houses are regularly maintained and improved, housing area is clearly marked to indicate what is in the scope of provision by your company. You comply with national or state regulations and regional norms if they exceed this requirement. You ensure the following: <ul style="list-style-type: none"> • Houses are located in areas that are free of hazards and the house's structure protects against typical (heat, cold, rain, wind, damp) and extreme weather conditions, as well as protection against vermin and insects, with permanent walls, sealed and dry floors; non-leaking roofs, windows and doors. • Houses have natural and artificial light. • Cooking facilities with smoke ventilation and access to water that is suitable for drinking and eating. • Doors that can be locked, • Marked fire exits and firefighting equipment or fire drills with instructions, • Safe electric installations, • Sanitary facilities (toilets and bathrooms) are usable and provided with clean water and of a style that is in accordance with regional practices. • Washing and sanitary facilities are kept safe and regularly maintained • Well-functioning sewage and garbage disposal systems If your company charges rent for housing, it is according to local averages. If you provide the majority of general workers with basic housing, for free, you compensate workers who are not able to receive free housing with an allowance that will enable them to afford to rent a house of the same standard. Workers have the freedom to be able to choose if they want to be housed on the farm or not. | 0 | | | High | Workplace facilities | | TEA 3.4.2 |
| 8.3.6 Worker housing assessment TEA | TEA You complete a regular assessment of the quality of housing, washing and sanitary facilities to maintain adequate quality and put in place an improvement plan based on the results of the assessment. The assessment includes: <ul style="list-style-type: none"> • Date when assessment was carried out • Total number of houses that the company is providing or is responsible for • A register of workers and their families living within the housing compounds • Number of houses that need to be built or repaired • List of items that need to be built or repaired • Timelines for implementation correspond to the needs and urgency, and do not exceed 6 years from the date of assessment • Responsible person to check the improvements • Records of complaints from residents and corresponding activities The assessment is carried out annually and in written format, and is shared with the Fairtrade Compliance Committee. | 0 | | | High | Workplace facilities | | Tea HL 3.4.4 |
| 8.3.7 Worker Housing and transport provision FLOWERS AND PLANTS | FLOWERS AND PLANTS You ensure that workers receive housing or have access to transportation free of charge where housing and infrastructure are not available in sufficient quantity and quality. | 0 | | | Low Medium High (all) | Workplace facilities | 0 | FLOWERS AND PLANTS 3.2.9 |
| 8.3.8 Safety and maintenance of premises and facilities | You ensure your premises and facilities are safe, clean, and fit for purpose. This includes: <ul style="list-style-type: none"> • All indoor workplaces have adequate lighting, heating and ventilation appropriate for the local weather conditions. • Electrical equipment, wiring and outlets are properly placed, grounded and inspected for overloading and leakage by a professional regularly. • Premises and surroundings are free of obvious defect and maintained in a safe, clean condition at all times. | 0 | | | Low Medium High (all) | Workplace facilities | | HLO 3.6.11, 3.6.12, 3.6.13 |
| 8. Freedom from Discrimination | | | | | | | | |
| 8.1 No Discrimination | | | | | | | | |
| 8.1.1 No tolerance of discrimination | Applies to SPO members also You do not tolerate, engage in or support discrimination based on race, colour, gender, sexual orientation, disability, marital status, HIV/AIDS status, age, religion, political opinion, union or workers' representative bodies, national extraction, pregnancy, or social origin. No discrimination is applied in joining and membership of any body, participation, voting rights, the right to be elected, access to markets, access to training, technical support or any other benefits, recruitment, promotion, remuneration, allocation of work, termination of employment, retirement, general treatment in the workplace or other activities. You explain to all members, workers, management, staff and subcontractors what discrimination is and that it is not tolerated. | 0 | 0 | | Low Medium High (all) | Discrimination | •Records of awareness raising on discrimination (See 2.8.2 a Document Information & raising awareness) . | SPO 3.3.1, 4.3.1 HLO 3.1.1 |
| 8.1.2 Prevention of discrimination | You develop and implement a policy and procedures to prevent and address discrimination. | 0 | 0 | | Medium High | Discrimination | •Policy and procedures to prevent and address discrimination (See 2.5.1 Document relevant policies and Procedures) | NEW |
| 8.1.3 Remediation of discrimination | You develop procedures to support the remediation of cases of discrimination. If you have identified cases of discrimination, you take action to remediate according to your procedures. You document the cases identified and the response implemented. | 0 | 0 | | High | Discrimination | •Discrimination remediation procedures (See 2.5.1 Document relevant policies and procedures) • Documentation of discrimination cases identified and response implemented. (See 2.7.1 Remediation procedure) | NEW |
| 8.1.4 No tests for pregnancy, HIV/AIDS, or genetic disorders | Applies to SPO members also You do not test workers for pregnancy, HIV/AIDS or genetic disorders during recruitment or at any time during their employment. | 0 | 0 | | Low Medium High (all) | Discrimination | | SPO 3.3.2 HLO 3.5.16 |
| 8.1.5 Freedom for spouses | You do not make the employment of a worker or an offer of housing conditional on the employment of their spouse. Spouses have the right to work elsewhere. | 0 | 0 | | Low Medium High (all) | Discrimination | 0 | SPO 3.3.7 HLO 3.2.2. |
| 8.2 Freedom from Abuse, Harassment & Violence | | | | | | | | |
| 8.2.1 No tolerance of abuse, harassment & violence, including sexual harassment and Gender-Based Violence (GBV) | You do not tolerate, engage in or support the use of corporal punishment, mental or physical coercion, bullying, harassment or abuse of any kind. You do not tolerate sexual harassment or gender-based violence. You do not engage in or support behaviour, including gestures, language, and physical contact, that is violent and/or abusive or exploitative, including forms of sexual and physical abuse, intimidation, bullying or other forms of exploitation. You explain to all members, workers, management, staff and subcontractors what discrimination is and that it is not tolerated. | 0 | 0 | | Low Medium High (all) | Abuse, Harassment, Violence & GBV | •Records of awareness raising on Abuse, Harassment & Violence, including sexual harassment and Gender Based Violence (See 2.8.2 a Document Information & raising awareness) . | SPO 3.3.3, 3.3.4 HLO 3.1.3, 3.1.5 |
| 8.2.2 Prevention of abuse, harassment & violence, including sexual harassment and Gender-Based Violence (GBV) | You establish and implement a policy to prevent and address abuse, harassment & violence, including sexual harassment and Gender Based Violence. | 0 | 0 | | Medium High | Abuse, Harassment, Violence & GBV | •Policy and procedures to prevent and address abuse, harassment & violence including sexual harassment and Gender Based Violence (See 2.5.1 Document relevant policies and procedures) | HLO 3.1.6 COFFE 3.2.2 |
| 8.2.2.a Prevention of abuse, harassment & violence, including sexual harassment and Gender-Based Violence (GBV) FLOWERS AND PLANTS | FLOWERS AND PLANTS • You establish and implement a policy and procedures, including allegation reporting, that clearly prohibit sexual misconduct and remediate all such unacceptable conduct. • You train workers and management on this policy and procedures and their contents. Records are kept of these training activities, indicating information on topics, time, duration, participants' names, gender, categories of workers and management of attendees and trainers. • You have responsible focal points who are executive-level persons who have been trained on rights-based protection and safeguarding, and whose role is to oversee addressing concerns, allegations, or complaints. • You have a fully operating case documentation and management system for the reporting and processing of allegations of sexual misconduct. • Confidentiality and the right to privacy are respected. | 0 | | | Low Medium High (all) | Abuse, Harassment, Violence & GBV | | FLOWERS AND PLANTS, 3.1.23.1.3 |
| 8.2.3 Remediation of abuse, harassment and violence, including Gender-Based Violence (GBV) | You develop procedures to support the remediation of cases of abuse, harassment and violence, including Gender-Based Violence. If you have identified cases, you take action to remediate according to your procedures. This may include collaboration with relevant partners. You document the cases identified and the response implemented. | 0 | 0 | | High | Abuse, Harassment, Violence & GBV | •Remediation procedures for abuse, harassment and violence, including Gender-Based Violence (See 2.5.1 Document relevant policies and procedures) • Documentation of cases identified and response implemented. (See 2.7.1 Remediation procedure) | HLO 4.3.3. |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---|--|-----|-----|--------|-----------------------|--|---|--|
| 9.2.4 Protection from retaliation for complaints or grievances | You put in place measures to prevent retaliation, threats or harm against people who file complaints. You do not discipline, dismiss or discriminate in any way against workers for using the grievance procedure. | 0 | 0 | | Low Medium High | Abuse, Harassment, Violence & GBV | | HLO 3.1.7 |
| 10. Gender Equity and Social Inclusion | | | | | | | | |
| 10.1 Gender Equity | | | | | | | | |
| 10.1.1 Gender policy | You develop and implement a gender policy and procedures to promote gender equity and the empowerment of women. This may include: • Opportunities for participation and promotion, • Adequate training and capacity building, • Guidance, encouragement and assistance as necessary. You ensure that women are involved in the development and implementation of the policy. | 0 | | | Low Medium High (all) | Gender Equity | •Policy and procedures to promote gender equity and women's empowerment (See 2.5.1 Document relevant policies and procedures) | SPO 4.3.4. HLO 2.2.6 |
| 10.1.1.a Gender policy TEA | TEA • You develop and implement a gender policy which applies to management, workers (including temporary/seasonal workers), subcontractors and job brokers. • You ensure management and workers are trained, including job brokers or contractors, and aware of this policy, its contents and application (including documentation generated by policy such as trainings, reports and other). • You ensure that women, including young persons (18-24 years), are involved in the implementation and periodic review of the policy. • The policy must be aimed, and senior management must be accountable for it. | 0 | | | Low Medium High (all) | Gender Equity | | TEAHL 3.1.3 |
| 10.1.2 Promote gender equity and women's empowerment | You implement at least one of the following actions to support gender equity and women's empowerment. • You develop and implement a gender policy. You ensure that women are involved in the development and implementation of the policy. • You provide opportunities for participation and promotion for women, • You provide training or capacity building to support the empowerment of women and the implementation of gender equity, • Your proven guidance, encouragement and assistance to support the empowerment of women and the implementation of gender equity. | 3 | | | Low Medium High (all) | Gender Equity | | SPO 4.3.4. HLO 2.2.6 |
| 10.1.3 Equal opportunities for women COCOA | COCOA, Applies in Côte d'Ivoire and Ghana You ensure that women and men receive equal opportunities and treatment. | 0 | | | Low Medium High (all) | Gender Equity | | cocoa 3.3.8 |
| 10.2 Equal Participation & Inclusion of Disadvantaged Groups | | | | | | | | |
| 10.2.1 Activities to support vulnerable groups | You put in place at least one of the following activities in place to improve the social and economic situation of the vulnerable groups you have identified. This may include: • You put in place activities to achieve equity in the workplace through addressing the employment and promotion of suitably qualified people from disadvantaged and minority groups. • You ensure that vulnerable groups are involved in the development and implementation of activities • You provide training, capacity building, guidance, encouragement and assistance to support vulnerable groups • Use of premium to support activities for vulnerable groups • (SPO ONLY) You ensure workers benefit from at least one activity in your Fairtrade Development Plan. | 3 | 3 | | Low Medium High (all) | Social Inclusion | 0 | SPO 4.1.13, 4.3.5 HLO 2.2.7 |
| 10.2.1.a Activities to support vulnerable groups COCOA | COCOA Applies in Côte d'Ivoire and Ghana You put activities in place to improve the social and economic position of the vulnerable groups that you have identified. | 0 | | | Low Medium High (all) | Social Inclusion | | cocoa 3.3.7 |
| 10.2.2 Support for youth employment and participation COCOA | COCOA Applies in Côte d'Ivoire and Ghana You actively promote the decent employment of youth (male, female, and differently gendered) above the legal or Fairtrade working age (whichever is higher) within your organisation. You implement at least one activity annually to encourage the participation and development of young people. | 0 | | | Low Medium High (all) | Social Inclusion | | Cocoa 3.3.6 |
| 11. Climate change resilience | | | | | | | | |
| 11.1 GHG emissions reduction | | | | | | | | |
| 11.1.1 Energy efficiency and renewable energy use | If you do processing, you keep records of energy consumption. You implement at least one of the following: • Take measures to use energy more efficiently and demonstrate the reduction of energy consumption • Replace non-renewable sources with renewable ones | 0 | | | | •Records of energy consumption •Measures taken to reduce energy emissions (See 2.6.2 Document management systems and processes) | 0 | WE need a clearer logic when we move to a risk based approach for prioritisation - Energy efficiency switching to renewable energy is a contribution to reducing GHG emissions but the impact cannot be measured because we don't require measurement of GHG emissions anywhere... |
| 11.1.1.a Energy efficiency and renewable energy use | Applies to Central Processing Units If you do processing, you keep records of energy consumption. You implement at least one of the following: • Take measures to use energy more efficiently and demonstrate the reduction of energy consumption • Replace non-renewable sources with renewable ones | 3 | | | | •Records of energy consumption •Measures taken to reduce energy emissions (See 2.6.2 Document management systems and processes) | 0 | SPO 3.2.43 |
| 11.1.2 Carbon footprint measurement FLOWERS AND PLANTS | FLOWERS AND PLANTS You estimate your carbon footprint (CO2e) per stem/finished plant/plant (e.g. cutting) sold and identify opportunities for carbon reduction on an annual basis. | 0 | | | | •Carbon Footprint estimation and opportunities for carbon reduction (See 2.6.2 Document management systems and processes) | 0 | FLOWERS AND PLANTS 4.4.1 |
| 11.1.2.a Carbon footprint measurement FLOWERS AND PLANTS | FLOWERS AND PLANTS Applies to Fairtrade Buyers, Conveyors and Traders You estimate their carbon footprint (CO2e), including the inbound transport phase per stem/finished plant/plant (e.g. cutting) and identify opportunities for carbon reduction on an annual basis. | 0 | | | | •Carbon Footprint estimation and opportunities for carbon reduction (See 2.6.2 Document management systems and processes) | 0 | FLOWERS AND PLANTS 4.4.1 |
| 11.2 Climate change adaptation | | | | | | | | |
| 11.2.1 Climate adaptation measures | You implement at least 1 of the following practices: • Use of climate resilient varieties for replanting; • on-farm tree planting to support agro-forestry systems or agricultural diversification, (simple agroforestry systems: shade trees, fruit trees, windbreaks, etc.) • reduction of the amount of nitrogenous fertilizers used You implement at least 2 of the following practices: • Use of climate resilient varieties for replanting; • on-farm tree planting (agroforestry, shade trees, windbreaks, etc.); • reduction of the amount of nitrogenous fertilizers used. | 3 | 3 | | 0 | See table of related measures that also impact climate change adaptation | 0 | SPO 3.2.42, 3.2.44, HLO 5.6.6, 5.7.2 Coffee 3.1.12 |
| 11.2.1.a Climate adaptation measures | • Use of climate resilient varieties for replanting; • on-farm tree planting (agroforestry, shade trees, windbreaks, etc.); • reduction of the amount of nitrogenous fertilizers used. | 3 | 3 | | 0 | | 0 | SPO 3.2.42, 3.2.44, HLO 5.6.6, 5.7.2 |
| 11.3 Environmental Protection | | | | | | | | |
| 11.3.1 Environmental development responsibilities | You appoint a person to be responsible for leading the operational steps required to implement the criteria under the environmental principles in the standards. | 0 | | | | •Details of person responsible for environmental development (See 2.4.1 Responsible persons and resources to support implementation) | 0 | DOES THIS BELONG ONLY IN THE MANAGEMENT SECTION? HLO 5.1.1. |
| 11.3.2 Managing environmental Impacts | You take measures to address risks or negative environmental impacts you have identified related to Fairtrade products with regard to at least one of the following environmental issues: • Climate change, including energy use and/or carbon footprint), • Deforestation and biodiversity • Sustainable water use, • Soil health • Hazardous materials use • Recycling and Waste management | 0 | | | 0 | | 0 | Revised TS 4.2.4 |
| 12. Deforestation Prevention and Biodiversity Preservation | | | | | | | | |
| 12.1 No deforestation | | | | | | | | |
| 12.1.1 No deforestation | Applies also to SPO members. You do not cause deforestation, degradation of vegetation, or destruction of carbon storage ecosystems or protected areas. You include this in your commitment to Fairtrade Principles. | 0 | 0 | | | •Commitment (See 2.1.1 Commitment to respect Fairtrade principles, human rights and the environment) | 0 | SPO 3.2.32 |
| 12.1.1.a No deforestation | You raise awareness among your members that deforestation, degradation of vegetation, or destruction of carbon storage ecosystems or protected areas is not allowed. | 0 | | | | •Records of awareness raising on deforestation (See 2.8.2 a Document information & raising awareness) | 0 | SPO 3.2.32 |
| 12.1.2 Deforestation prevention | You have a procedure in place to prevent deforestation and degradation of vegetation, or destruction of carbon storage ecosystems or protected areas. | 1 | 1 | | | •Procedure to prevent deforestation and degradation of vegetation (See 2.5.1 Document relevant policies and procedures) | 0 | SPO 3.2.32 |
| 12.2 protection of areas of High Conservation value (HCV) | | | | | | | | |
| 12.2.1 HCV protection | You avoid negative impacts on Protected areas and in areas of high conservation value, both within and outside farms or production sites. | 0 | 0 | | 0 | | 0 | SPO 3.2.30 HLO 5.6.1 |
| 12.3 Monitoring and Addressing Deforestation Risks | | | | | | | | |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|--|--|-----|-----|--------|------------|--|---|--|
| 12.3.1 Deforestation -free production COCOA | COCOA, Applies also to SPO Members Your members did not cause deforestation or degradation in primary or secondary forests, protected areas and areas of High Conservation Value or High Carbon Storage to convert land into agricultural production areas since 31st December 2018 Production does not occur in officially designated buffer zones, except where it complies with applicable law. | 0 | | | | 0 | 0 | COCOA 3.4.1. |
| 12.3.1.a Deforestation -free production COFFEE | COFFEE, Applies also to SPO Members Your members did not cause deforestation or degradation in primary or secondary forests, protected areas and areas of High Conservation Value or High Carbon Storage to convert land into agricultural production areas since 31st January 2014. Production does not occur in officially designated buffer zones, except where it complies with applicable law. | 0 | | | | 0 | 0 | COFFEE 3.1.1.1, 3.1.2 |
| 12.3.2 Deforestation risk assessment and monitoring COCOA, COFFEE | COCOA, COFFEE, You assess and monitor the risk of deforestation and degradation in primary or secondary forests, protected areas and areas of High Conservation Value or High Carbon Storage. You include your monitoring results in your risk assessment. | 0 | | | | •Deforestation monitoring results •Risk assessment (See 2.2.1 Risk and needs assessment) | 0 | COCOA 3.4.2, COFFEE 3.1.3. |
| 12.3.3 Deforestation prevention and mitigation plan COCOA, COFFEE | COCOA, COFFEE, You use the results of your risk assessment and your risk monitoring of deforestation to identify actions to prevent and mitigate any deforestation and degradation of forests, to conserve and restore forests and vegetation. The actions include at least: •Raising awareness amongst members on identified risk areas and activities or production practices that have negative impacts. •Promoting the implementation of production practices that have a positive impact. You include these actions in your action plan | 0 | | | | •Actions to prevent and mitigate deforestation and degradation of forest in the action plan (See 2.3.1 Action Plan) | 0 | COCOA 3.4.3, COFFEE 3.1.4. |
| 12.3.4 Geolocation data COCOA, COFFEE | COCOA, COFFEE, (EUDR) Geolocation data is available for 100% of your members cultivating coffee and/or cocoa as GPS location points or GPS polygons. As a minimum, you have GPS polygons for farms over four hectares and GPS location points for the farms smaller than four hectares. You identify and prioritise which other farm units should be polygon-mapped, based upon the area risk of deforestation and adopt a phased approach. You use the data to further inform your plans to prevent deforestation. | 0 | | | | •Geolocation data (See 6.2.2 Management systems and processes) | 0 | COCOA 3.4.5, COFFEE 3.1.5, |
| 12.3.5 Supporting producers to prevent and mitigate deforestation COCOA, COFFEE | COCOA, COFFEE You support the SPOs you are sourcing from, with their deforestation and forest degradation risk assessment and mitigation plan, to conserve the forest and vegetation. | 0 | | | | 0 | 0 | COCOA 3.4.4, COFFEE 3.1.5 |
| 12.3.6 Sharing geolocation data COCOA, COFFEE | Geolocation data is available for 100% of the coffee and/or cocoa farms you are sourcing from, as GPS location points or GPS polygons. As a minimum, you have GPS polygons for farms over four hectares, and GPS location points for farms smaller than four hectares. You share this data with SPOs so that they can use it to inform their plans to further prevent deforestation. See the interpretation note for more information on how compliance with this requirement will be checked, and/or | 0 | | | | 0 | 0 | COCOA 3.4.6, COFFEE 3.1.7 |
| 12.4 Protect Biodiversity | | | | | | | | |
| 12.4.1 No use of GMOs | You do not intentionally use Genetically Modified (GM) seeds or planting stock for Fairtrade crops. | 0 | 0 | | | 0 | 0 | RG: How could you decide if something is intentional in an audit? Is it better to put no use of GMO - which is the behaviour we want) and include process for dealing with unintentional contamination (from product standards) |
| 12.4.2 Avoid GMO contamination of seed and planting stock | You implement at least one of the following practices: - buying certified non-GMO seeds - maintaining your own GMO-free seed bank - raising awareness among your members on the risk of GMO (use, contamination and intellectual property rights dependence). | 0 | 0 | | | 0 | 0 | HLO 5.5.1 |
| 12.4.3 Wild harvesting | You ensure that any wild harvesting of Fairtrade products from uncultivated areas is carried out in a way that guarantees the sustainability and long-term survival of the collected species in its native habitat. | 0 | 0 | | | 0 | 0 | SPO 3.2.35 HLO 5.6.3 |
| 12.4.4 Protection of rare and threatened species | You ensure that there is no collecting or hunting or cage rearing of rare or threatened species. | 0 | 0 | | | 0 | 0 | HLO 5.6.4 (part) |
| 12.4.4.a Protection of rare and threatened species | You raise awareness among your members that collecting, hunting or cage rearing of rare or threatened species is not allowed. | 3 | | | | •Records of awareness raising on rare and threatened species (See 2.8.2 a Document information & raising awareness) | 0 | SPO 3.2.36 |
| 12.4.5 No introduction of invasive species | You ensure that no alien invasive species is introduced. | 0 | | | | 0 | 0 | HLO 5.6.4 (part) |
| 12.4.6 Prevention of invasive species | You include actions to address the risks from existing invasive species in your action plan. | 0 | | | | •Actions to prevent and mitigate deforestation and degradation of forest in the action plan (See 2.3.1 Action Plan) | 0 | HLO 5.6.4 (part) |
| 12.4.6.a Prevention of invasive species | You raise awareness of your members to ensure that no invasive species is introduced. | 3 | | | | •Records of awareness raising on invasive species (See 2.8.2 a Document information & raising awareness) | 0 | SPO 3.2.37 |
| 12.4.7 Biodiversity preservation | You establish and implement at least one action to preserve biodiversity and ecosystem services (e.g., pollination) and include it in your action plan. • Raising awareness about biodiversity, • Training members and/or workers in techniques to protect biodiversity, • Identification of key biodiversity issues in the region and actions to improve the situation, • Maintaining and restoring natural ecosystems in areas that are not suitable for cultivation and/or buffer zones, • Activities to increase ecosystem connectivity by identifying unproductive sites and buffer zones. | 3 | 3 | | | •Actions to preserve biodiversity in the action plan (See 2.3.1 Action Plan) | buffer ones include those around bodies of water and watershed recharge areas and between production and areas of high conservation value, whether or not these are protected areas under national law. | Can we combine this requirement with 11.2.1 Buffer zones for hazardous materials so we provide the full list of areas which should be protected by buffer zones in one place? HLO 5.6.5 (Dev) SPO 3.2.33 COFFEE 3.1.13 |
| 13 Sustainable Water Use 13.1 Water management | | | | | | | | |
| 13.1.1 Identify water sources | You identify where water used in the irrigation and processing of Fairtrade crops comes from. | 0 | | | | •Identification of water sources for irrigation and processing (See 2.6.2 Document management systems and processes) | 0 | RG: Could we merge this and the next requirement? |
| 13.1.1.a Identify water sources | You maintain records (list, inventory, etc.) of the sources of water used for irrigating and processing Fairtrade crops. | 0 | | | | •Records (list/inventory) of water sources for irrigation and processing (See 2.6.1 Management systems and processes) | 0 | HLO 5.3.9 |
| 13.1.2 Local water stewardship | You stay informed about the status of local water sources. If authorities or other relevant entities consider these sources to be depleted, in a critical condition, or under excessive pressure, you engage in dialogue with them or with local initiatives to explore opportunities for research, collaboration, or solutions. | 3 | | | | 0 | 0 | RG: How can we define what qualifies as staying informed in this requirement? How can this be audited effectively from the point of view of an auditor (meaning knowing if the local authorities have provided any updates?) HLO 5.3.11 |
| 13.1.3 Optimise water use | You maintain water distribution and irrigation systems to avoid leakages or water loss. You implement procedures to make efficient and rational use of water sources, including: •Predicting volumes of water needed to irrigate the crop. •Adopting methods to recirculate, reuse and/or recycle water, as applicable. •Use of the best accessible technology for irrigation and processing to optimise water use, if relevant You measure (or estimate) : •How much water is extracted from the source •How much water do you use to irrigate and/or process Fairtrade crops | 1 | | | | 0 | 0 | 1. Can we clarify the logical link between the collection of information and the planning and selection of water management practices? 2. Can we create flexible options depending on the size of the organisation or where more informational practices are required in cases of higher risk and less information / fewer practices (or a choice) is required for medium risk HLO 5.3.10, 5.3.12 |
| 13.1.3.a Optimise water use | You provide training to your members on at least one of the following practices to improve water management : • estimating how much water is needed to irrigate and/or process Fairtrade crops; • measuring (or estimating) how much water is extracted from the source; • measuring how much water is used for irrigation and/or processing; • adopting, as applicable, methods to recirculate, reuse and/or recycle water. • water quality for irrigation or processing; • providing maintenance to the water distribution system; • adopting, as applicable, methods to recirculate, reuse and/or recycle water • treatment methods of waste water and prevention of health risks | 3 | | | | 0 | 0 | SPO 3.2.26, 3.2.27 3.2.29 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|--|--|-----|-----|--------|------------|---|---|--|
| 15.2.1 Buffer zones | <p>Applies also to SPO members</p> <p>You do not apply pesticides or other hazardous chemicals within 10 meters of</p> <ul style="list-style-type: none"> - areas with ongoing human activity (such as housing, canteens, offices, warehouses, or similar places where people are present) - bodies of water - watershed recharge areas - areas of high conservation value (whether protected or not). | 0 | 0 | | | | Can we combine this requirement with 11.5.4 Buffer zones to protect biodiversity so we provide the full list of areas which should be protected by buffer zones in one place? | SPO 3.2.7, 3.2.34 HLO 5.2.6, 5.6.2 |
| 15.2.2 Buffer zones for spraying by air | <p>Applies also to SPO members</p> <p>You do not apply pesticides or other hazardous chemicals by air above or around areas with ongoing human activity or water sources.</p> | 0 | 0 | | | | 0 | SPO 3.2.8 HLO 5.2.7 |
| 15.2.3 Storage of Hazardous materials | <p>If <i>anyway</i> is outsourced to subcontractors, you ensure that this requirement is met.</p> <p>All hazardous materials must be stored in facilities that:</p> <ul style="list-style-type: none"> •Are locked and accessible only to trained and authorised personnel. •Are completely separated from food and feed. •Contain materials in clearly labelled containers indicating contents, warnings, and intended use, preferably kept in their original packaging. •Have safety data sheets (SDS) or equivalent handling instructions available and accessible to workers. •Fertilisers and pesticides are stored separately •Stores in a way that minimises the risk of polluting water <p>HLOs and central storage facilities of SPOs. In addition, these facilities are:</p> <ul style="list-style-type: none"> •Ventilated to prevent the build-up of toxic vapours. •Equipped with materials to handle accidents and spills. •Adequately illuminated to allow safe handling and reading of product labels. •Made of fireproof material. •Separated from personal protective equipment, machinery, or other materials. | 0 | 0 | | | | 1. Do we need to have a separate requirement on the safe storage of fertilizers? Can this be included in the safe storage of hazardous materials? | SPO 3.2.9, 3.2.22 (part) HLO 5.2.8, 5.3.4 |
| 15.2.4 Accidents and spills | <p>You put in place measures to prevent and respond to accidents and spills of hazardous pesticides and other hazardous chemicals, so these do not seep into soil or water. This means:</p> <ul style="list-style-type: none"> •You ensure that accidents and spills are managed to prevent contamination of soil or water. •You have equipment to handle accidents and spills in the areas where pesticides and other hazardous chemicals are prepared or mixed for use. •You plan sprayings so that no or very little spray solution remains. | 0 | 0 | | | | do we need guidance on what is needed eg Areas where pesticides or hazardous chemicals are prepared or mixed must: Be equipped with appropriate spill-absorbent materials (e.g. sand, sawdust, or equivalent), and Be designed and maintained to prevent and contain spillages | HLO 5.2.9 |
| 15.2.4.a Accidents and spills | <p>You put in place measures to prevent and respond to accidents and spills of hazardous pesticides and other hazardous chemicals, so these do not seep into soil or water.</p> <p>You implement at least one of the following:</p> <ul style="list-style-type: none"> •You ensure that accidents and spills are managed to prevent contamination of soil or water. •You have equipment to handle accidents and spills in the areas where pesticides and other hazardous chemicals are prepared or mixed for use •You plan sprayings so that no or very little spray solution remains. | 0 | 0 | | | | 0 | SPO 3.2.12 |
| 15.2.5 Safe disposal of hazardous materials containers | <p>Applies also to SPO members</p> <p>Empty pesticide containers are managed in a way that ensures they are not reused and do not cause damage to human health or the environment. This means:</p> <ul style="list-style-type: none"> •You do not reuse pesticide or hazardous chemical containers for storing or transporting food or water. •You do not leave any pesticide packaging in the fields •Empty containers are tightly sealed, then punctured and stored safely while awaiting disposal. - •Rinse water is only reused in pesticide mixing. •All equipment that has been in contact with pesticides or other hazardous chemicals must be cleaned and stored properly. (See 6.1.5 Protection from hazardous materials) | 0 | 0 | | | | do we need to add something about the disposal mechanism. The standards require that containers are stored while awaiting for disposal but nothing on disposal - i.e. - You utilize collection centers, supplier collection initiatives (when available) for a proper disposal. | SPO 3.2.13, 3.2.14 HLO 5.2.10 |
| 15.3 Choice of Pesticides and hazardous materials | | | | | | | | |
| 15.3.1 Records of pesticide use | <p>You compile a list of the pesticides that are used on fields where Fairtrade crops are grown and on premises where Fairtrade crops are stored or handled, and keep it updated.</p> <p>You indicate which of those materials are in the Fairtrade International Hazardous Materials List (HML), Part 2 (Orange List) and Part 3 (Yellow List). See Annex AB. Fairtrade International Hazardous Materials List (HML) All synthetic materials are used only if officially registered and permitted for use on the crop/product in the country of use.</p> <p>Your list of pesticides includes:</p> <ul style="list-style-type: none"> •Active ingredient, •Commercial brand name, •Crop on which the pesticide is applied, •Target pest or disease, •If these material appears on the Fairtrade International Hazardous Materials List (HML) Part 2 (Orange List) and Part 3 (Yellow List; see Annex 2) | 0 | 0 | | | • List of pesticides used on fields or premises where Fairtrade crops are handled. (See 2.6.2 Document management systems and processes) | Is there a reason why we need application records for HLOs but not for the others? | SPO 3.2.15, HLO 5.2.15 |
| 15.3.1.a Records of pesticide use | <p>You maintain records of Pesticide application for all pesticide use on Fairtrade crops and on premises where Fairtrade crops are stored or handled, and keep it updated.</p> <p>You indicate which of those materials are in the Fairtrade International Hazardous Materials List (HML), Part 2 (Orange List) and Part 3 (Yellow List). See Annex AB. Fairtrade International Hazardous Materials List (HML) All synthetic materials are used only if officially registered and permitted for use on the crop/product in the country of use.</p> <p>Your records of pesticide application include at least:</p> <ul style="list-style-type: none"> •Name of person who applied the pesticides, •Name of active ingredient, •Commercial brand name, •Amount of pesticide used, •Method of application, •Name of target pest or disease, •Crop, date and site | 0 | 0 | | | • Records of pesticide application (See 2.6.2 Document management systems and processes). | 0 | 0 |
| 15.3.1.b Records of pesticide use | <p>You compile a list of the pesticides that are used on Fairtrade products and keep it updated.</p> <p>You indicate which of those materials are in the Fairtrade International Hazardous Materials List (HML), Part 1 (Red List), Part 2 (Orange List) and Part 3 (Yellow List). See Annex AB. Fairtrade International Hazardous Materials List (HML) All synthetic materials are used only if officially registered and permitted for use on the crop/product in the country of use.</p> <p>The list of pesticides includes:</p> <ul style="list-style-type: none"> •Active ingredient, •Commercial brand name, •Product on which the materials are used, •Target pest or disease, •If these material appears on the Fairtrade International Hazardous Materials List (HML) Part 2 (Orange List) and Part 3 (Yellow List; see Annex 2) | | | 0 | | •List of pesticides used on Fairtrade products. (See 2.6.2 Document management systems and processes). | 0 | Trader 4.2.2 (part) |
| 15.3.2 No use of hazardous materials on the Red List | <p>You do not use any materials on the Fairtrade International HML Part 1 (Red List) on Fairtrade crops/products or on the fields where they are grown. See Annex AB. Fairtrade International Hazardous Materials List (HML)</p> <p>You have a procedure to ensure that materials on the Fairtrade International HML part 1 (Red List) are not used on Fairtrade crops. The procedure includes activities that raise awareness of the Fairtrade Hazardous Materials List</p> <p>Any prohibited material must be clearly marked "Not for use on Fairtrade crops and fields where Fairtrade crops are grown"</p> | 0 | 0 | | | •Procedure to ensure no use of hazardous materials on the Fairtrade International Red List (See 2.5.1 Document relevant policies and procedures). | 0 | SPO 3.2.16, 3.2.18 HLO 5.2.11, 5.2.13 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin | |
|---|---|-----|-----|--------|---|---|---------------|--|--------------------------|
| 15.3.2.a No use of hazardous materials on the Red List | <p>You do not use any materials on the Fairtrade International HML Part 1 (Red List) on Fairtrade products during shipping, processing, transport, or storage or during the services delivered to producers (servicers by traders). See Annex A9. Fairtrade International Hazardous Materials List (HML)</p> <p>You have a procedure to ensure that materials on the Fairtrade International HML part 1 (Red List) are not used on Fairtrade products.</p> <p>Any prohibited material must be clearly marked "Not for use on Fairtrade products".</p> <p>In case non-Fairtrade and Fairtrade products are handled / stored in the same storage place/processing unit, the risk of contamination of Fairtrade products with a material (s) from HML is to be monitored and prevented by the trader company.</p> | | | | 0 | 0 | 0 | 0 | Trader 4.2.2 (part) |
| 15.3.3 Conditions for use of materials on the Orange List | <p>You only use materials on the Fairtrade International Orange List (HML Part 2) on Fairtrade crops/products under the following conditions: You fulfill the specific conditions of use stated in the HML.</p> <p>You only use a material in the Orange List: i) as part of avoiding pesticide resistance buildup in pests, ii) in rotation with less harmful pesticides, iii) as part of Integrated Pest Management (IPM), and iv) alongside non-chemical control measures.</p> <p>You include measures for reducing and phasing out the use of Orange List materials in your Action plan. The description of measures includes at least the following information : •Technical name/active ingredient (a.i.), •Formulation (% of a.i.), •Commercial name, •Quantity used (spray concentration and total active ingredient applied per hectare/year), •The crop, site, and dates of application, •Specific actions taken to reduce or phase out use, with details of non-chemical alternatives integrated into IPM</p> | 0 | 0 | 0 | •Measures for reducing and phasing out the use of Orange List materials in Action Plan (See 2.3.1 Action Plan). | https://www.fairtrade.net/content/dam/fairtrade/fairtrade-international/reporting-templates/HML-Reporting-templates_EN.doc | 0 | SPO 3.2.17 HLO 5.2.12 Trader 4.2.3 | |
| 16. Recycling and waste management | | | | | | | | | |
| 16.1 Waste management | | | | | | | | | |
| 16.1.1 Waste management | <p>You include measures to reduce, reuse, recycle, and dispose of waste in the most sustainable way in your action plan The plan establishes timelines for identifying main waste streams, appropriate measures to reduce and reuse them and/or proper disposal.</p> | | | | 0 | •Measures to improve waste management in your in action plan (See 2.3.1 Action Plan) | 0 | HLO 5.4.2 | |
| 16.1.2 Keep production sites clear of hazardous waste | You keep production sites free of hazardous waste. | 0 | 0 | | 0 | | 0 | RC: Should this not be closer to other hazardous materials' requirements? Like storing, for example. Also, waste water and human waste requirements are not in the Waste Management topic? | SPO 3.2.38, HLO 5.4.1 |
| 16.1.3 Storage and disposal of hazardous waste | <p>You use designated areas for the storage and disposal of hazardous waste. You do not burn hazardous waste. In the absence of appropriate disposal facilities, small amounts of hazardous farm waste can be burned in a well-ventilated area away from people, animals or crops, and only if allowed by local regulations and all safety recommendations are followed</p> | | | | 0 | | 0 | HLO 5.4.1 | |
| 16.1.3.a Storage and disposal of hazardous waste | <p>Applies also to SPO members You use designated areas for the storage and disposal of hazardous waste. You do not burn hazardous waste. In the absence of appropriate disposal facilities, small amounts of hazardous farm waste can be burned in a well-ventilated area away from people, animals or crops. You and your members may only burn hazardous waste if it is allowed by local regulation and all safety recommendations are followed.</p> | | 3 | | 0 | | 0 | SPO 3.2.39, | |
| 16.1.4 Recycling of organic waste | <p>You implement at least one of the following: -You sustainably use organic waste by implementing practices to recycle nutrients, like composting. -You do not use organic waste contaminated with pesticides to feed animals. -You do not burn organic waste unless it is required by applicable legislation for sanitary purposes or if it is clearly a more sustainable practice. -You raise awareness of relevant people (members, workers) about reusing organic waste.</p> | | 3 | | 0 | •Records of awareness raising on reusing organic waste (See 2.8.2.a Document information & raising awareness) as applicable | 0 | RC: How could you determine with absolute clarity if burning organic waste is a more sustainable practice than other available alternatives? | HLO 5.4.3 |
| 16.1.4.a Recycling of organic waste | <p>You raise awareness of your members on at least one of the following topics for organic waste management -You sustainably use organic waste by implementing practices to recycle nutrients, like composting. -You do not use organic waste contaminated with pesticides to feed animals. -You do not burn organic waste unless it is required by applicable legislation for sanitary purposes or if it is clearly a more sustainable practice. -You raise awareness of relevant people (members, workers) about reusing organic waste.</p> | | 3 | | 0 | •Records of awareness raising on reusing organic waste (See 2.8.2.a Document information & raising awareness) as applicable | 0 | RC: How could you determine with absolute clarity if burning organic waste is a more sustainable practice than other available alternatives? | SPO 3.2.40 |
| 17. Fairtrade prices | | | | | | | | | |
| 17.1 Market price | | | | | | | | | |
| 17.1.1 Payment of market price. | <p>You pay at least the relevant market price to the producer (or the conveyor if applicable) as defined in ANNEX A10. Fairtrade Price and Premium Table The relevant market price is the price that prevails on the non-Fairtrade market for equivalent products. You comply with the rules for calculation and payment of the Market Price defined by Fairtrade for the product in ANNEX A1 Contracts and Payments. If the price you pay for the Fairtrade product significantly deviates from the relevant market price, you provide a rationale/justification. The relevant market price is determined in the following ways: •Fairtrade has set a market price reference in the for the product this price applies •If the market price is below the relevant Fairtrade Minimum Price, the Fairtrade Minimum Price applies (see 17.2.1 Payment of Fairtrade Minimum Price) •Neither the Fairtrade market price reference nor the Fairtrade minimum price applies, you agree with the producer on the source of information for the market price.</p> | | | | 0 | N/A | N/A | 0 | Trader 5.2.1, |
| 17.1.1.a Market price reference for COFFEE | <p>When market prices for coffee are higher than the Fairtrade Minimum Price, traders and producers are to agree coffee prices using the Fairtrade reference for market prices as follows: NYC (robusta) / LondonRC (robusta) + prevailing differential The reference market price can never be below the Fairtrade Minimum Price for COFFEE For Arabica coffees, the reference market price is based on the ICE New York C contract in US\$-cents per pound, plus the prevailing differential (positive or negative) for the relevant quality, basis FOB origin, and net shipped weight. For Robusta coffee, the reference market price is based on the ICE London RC contract in US\$ per metric ton, plus the prevailing differential (positive or negative) for the relevant quality and origin, basis FOB origin, and net shipped weight. The "prevailing differential" refers to the average differential or range valid in the mainstream market for conventional coffee of that country and grade at that moment. Producers and buyers agree upon a differential, using the differential that prevails in the mainstream market for non-Fairtrade coffee as a baseline, and taking into account actual quality, shipment date, logistics, risk, and availability. A negative differential cannot be applied to the Fairtrade Minimum Price.</p> | 0 | 0 | | N/A | N/A | 0 | COFFEE 4.1.1 (Second part) | |
| 17.2 Fairtrade Minimum Price | | | | | | | | | |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|--|---|-----|-----|--------|------------|------------|--|--|
| 17.2.1 Payment of Fairtrade Minimum Price | <p>You pay at least the Fairtrade Minimum Price for the Fairtrade product, as defined in ANNEX A10 Fairtrade Price and Premium Table to the producer (or to the conveyor, if applicable). The following conditions for payment of Fairtrade Minimum Price apply:</p> <ul style="list-style-type: none"> Minimum Price is an absolute minimum. Discounts for quality cannot be made on the Fairtrade Minimum Price. If you are buying Fairtrade products from producers for sale within the producer country (domestic sales), you pay at least the Ex Works Fairtrade Minimum Price if available. If only a FOB Fairtrade Minimum Price is available, you may deduct real transport and export costs from the price to calculate the Fairtrade Minimum Price at the level at which the producer sells. <p>You pay the Fairtrade Minimum Price in a timely manner as defined for the product in ANNEX A1 Contracts and Payments.</p> <p>New Fairtrade Minimum Prices apply to contracts signed after the date of validity indicated in the Fairtrade Minimum Price and Premium Table pricing database. Contracts signed prior to this date are to be honoured at the price defined in the contract.</p> | | | 0 | | N/A | 0 | Trader 5.2.2, 5.2.3, 5.2.4, 5.3.1. |
| 17.2.1.a Payment of Fairtrade Minimum Price | <p>If the Fairtrade Minimum Price is higher than the price you paid to purchase the product from the producer, you pay the producer the price differential (difference between the Fairtrade Minimum Price and the purchase price).</p> <p>You pay the price differential to the producer no later than 15 days after receipt of payment from the Fairtrade payer. A different timeframe can be agreed in writing between you and the producer, in which case the payment must be made by no later than 30 days after the end of each quarter.</p> | | | 0 | | N/A | 0 | Trader 5.2.6, 5.3.2, new 5.3.3 |
| 17.2.2 Payment of Fairtrade Minimum Price: conversion ratios | <p>You use the conversion ratio defined by Fairtrade for the product where this exists.</p> <p>If Fairtrade has not defined a conversion ratio for the product:</p> <ul style="list-style-type: none"> If the Fairtrade Minimum Price is set for a different product, form, or incoterm, you apply a fair, transparent conversion ratio to calculate the Fairtrade Minimum Price that reflects real costs, including additional costs met by producers (e.g. packing). If you buy a processed product from a producer and the Fairtrade Minimum Price only exists for the raw product, you apply a fair, transparent conversion ratio to calculate the Fairtrade Minimum Price that covers at least the Fairtrade Minimum Price of all Fairtrade inputs and the producer's processing ratio and costs. | | | 0 | | N/A | 0 | Trader 5.2.5 |
| 17.3 Price Differentials | | | | | | | | |
| 17.3.1 Payment of organic differential | <p>You pay the organic price differential (if applicable) to the producer no later than 15 calendar days after receipt of documents transferring ownership. Late payment of the organic differential is allowed under the following conditions:</p> <ul style="list-style-type: none"> The need for laboratory tests of the product was agreed upon and included in the contract with the producer. Payment is made no later than 30 calendar days upon arrival of the product in the country of destination. | | | 0 | | N/A | 0 | NEW requirement approved by SC - on timely payment of organic differential |
| 17.4 Payment to members | Does not apply to Cane Sugar | | | | | | | |
| 17.4.1 Transparent payments to members | <p>You keep records of products sourced from members and the price received. Records include at least:</p> <ul style="list-style-type: none"> Name of the individual member, Date of purchase, Product name, Volume, Price received by the member. | 0 | | | | N/A | Records of member purchases and payments (See 2.6.2 Document management systems and processes) | SPO 2.1.3 |
| 17.4.1.a Transparent payments to members CANE SUGAR | <p>CANE SUGAR</p> <p>You keep records including at least:</p> <ul style="list-style-type: none"> Names of the individual producers, Producer organisation of the individual producers, Volumes, Dates of delivery. <p>You seek confirmation of the volumes of cane supplied by each producer organisation per harvest. You communicate to the payer the agreement reached by producers on premium distribution, or in case of no agreement among producers, the volumes of cane supplied by each producer organisation.</p> | | | | | N/A | Records of member purchases and agreement on distribution of premium (See 2.6.2 Document Management systems and processes) | Cane Sugar 4.4.3 |
| 17.4.1.b Transparent payments to members COCOA | <p>COCOA</p> <p>When the Fairtrade Minimum Price is above the market price, you transfer 100% of the price differential to your members.</p> <p>You transfer any FMP differential payments to your members within 30 days of receipt by your organisation.</p> | 0 | | | | N/A | 0 | cocoa 4.3.3 |
| 17.4.1.c Transparent payments to members COCOA | <p>COCOA</p> <p>Applies in Côte d'Ivoire & Ghana</p> <p>You deploy solutions that support your organisation to digitally record and report Fairtrade Premium and price differential payments made by your organisation to individual members.</p> | 0 | | | | N/A | 0 | cocoa 4.3.5, |
| 17.4.1.d Transparent payments to members COCOA | <p>COCOA</p> <p>Applies in Côte d'Ivoire & Ghana</p> <p>You deploy solutions that support your organisation to make e-payments to your individual members when transferring Fairtrade Premium and price differential payments.</p> | 3 | | | | N/A | 0 | cocoa , 4.3.6 |
| 18. Fairtrade Premium to support resilient livelihoods | | | | | | | | |
| 18.1 Payment of Fairtrade premium | | | | | | | | |
| 18.1.1 Payment of Fairtrade Premium | <p>You pay the relevant producer (or the conveyor, if applicable) a Fairtrade Premium for the Fairtrade product, on top of the price of the Fairtrade product. No discounts are allowed to be made from the Fairtrade Premium payment.</p> <p>You pay in a timely manner as defined for the product in ANNEX A1 Contracts and Payments.</p> <p>If you are buying a processed product from a producer, and the Fairtrade Premium is only defined for the raw product, then you pay a premium amounting to the sum of premiums of all of the Fairtrade product inputs.</p> | | | 0 | | N/A | 0 | Trader 5.2.7, 5.2.8 & 5.2.9 5.3.1, 5.3.2 |
| 18.1.1.a Payment of Fairtrade Premium | <p>If you receive Fairtrade Premium from the Fairtrade payer, you transfer this to the producer, no later than 15 calendar days after receipt of payment from the Fairtrade payer. A different timeframe can be agreed in writing between you and the producer, in which case the payment must be made by no later than 30 calendar days after the end of each quarter.</p> <p>If the Fairtrade Premium you receive was set for a different form of the product you are buying, you apply a fair, transparent conversion ratio to calculate the premium due to the producer. You inform the producer of the conversion ratio.</p> | | | 0 | | N/A | 0 | 0 |
| 18.1.2 Fairtrade Premium payment terms and invoicing! | <p>Premium is adequately invoiced in a timely manner, and Premium receipts are monitored by the management representative on the FPC.</p> <p>Fairtrade Premium payments are made directly into the established Fairtrade Premium bank account(s) (See 1.1.2 Legal entity to manage Fairtrade Premium). The company may receive Fairtrade Premium if the Fairtrade Premium Committee requests this, or if there are legal restrictions to receiving premium money in a separate bank account.</p> <p>If the company receives Fairtrade premium payments, you transfer them to the Fairtrade Premium account(s) as soon as possible from the date received, and no later than 30 days.</p> <p>For India only, this period may be extended with permission from the certification body.</p> | 0 | | | | N/A | 0 | HLO 2.1.6 |
| 18.2 Use of FT premium | | | | | | | | |
| 18.2.1 Purpose of Fairtrade Premium | The Fairtrade Premium benefits Fairtrade cooperative members, workers, their families and their communities to address their needs and risks as they decide themselves for the realisation of common goals. | 0 | 0 | | | N/A | 0 | HLO 2.1.19 (Part) |
| 18.2.1.a Purpose of Fairtrade Premium | The Fairtrade Premium is used to implement projects in the Fairtrade Premium Plan as decided and adequately justified by workers. (See 2.3.3 Fairtrade Premium Plan) | | | 0 | | N/A | 0 | HLO 2.1.19 (Part) |
| 18.2.1.b Purpose of Fairtrade Premium | The Fairtrade Premium is used to implement the objectives in your Action Plan based on the priorities for Fairtrade Premium use. (See 2.3.1 Action Plan) | 0 | | | | N/A | 0 | new |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin | |
|--|--|-----|-----|--------|------------|------------|---------------|--------|---|
| 18.2.2 Acceptable uses of Fairtrade Premium | Fairtrade Premium is not used for any activity which is illegal, fraudulent, could jeopardise the business or certification of the company or have a demonstrable negative structural, financial or social impact on the company. The Fairtrade Premium is not used: • To meet any expenditure for which the company is legally responsible (e.g. health and safety requirements, onsite housing including upkeep and maintenance, training of workers on any subject including hazardous work, health and safety) • To replace existing social and environmental expenditures of the company; • To cover the running costs of the company; • To make a loan to the company, owners or managers; • For costs of compliance with the requirements of Fairtrade Standards (including office space or meeting space and training for Fairtrade Premium Committee members, trade union/selected worker representatives, and other committees supporting Fairtrade-related activities). | 0 | 0 | | | N/A | N/A | 0 | HLO 2.1.9 (part) |
| 18.2.2.a Acceptable uses of Fairtrade Premium | | 0 | 0 | | | N/A | N/A | 0 | 0 |
| 18.2.2.b Acceptable uses of Fairtrade Premium FLOWERS AND PLANTS | FLOWERS AND PLANTS The Fairtrade Premium is also not used to cover transportation for workers living outside walking distance from the plantation. | | 0 | | | N/A | N/A | 0 | FLOWERS AND PLANTS 3.2.9 |
| 18.2.3 Fair distribution of Fairtrade Premium for multi-estates and 2nd and 3rd grade SPOs | You develop transparent rules and procedures for the distribution of the Fairtrade Premium The distribution of Fairtrade Premium funds may be based on either: • Volumes sold, or • Number of workers represented by the local Fairtrade Premium Committee. | | 0 | | | N/A | N/A | 0 | • Rules and procedures for the distribution of Fairtrade Premium (See 2.5.1 Document relevant Policies and Procedures) HLO 2.1.7 |
| 18.2.3.a Fair distribution of Fairtrade Premium for multi-estates and 2nd and 3rd grade SPOs | You develop transparent rules and procedures for the distribution of the Fairtrade Premium. The distribution may be based on either: • A quota system based on how much every member organisation delivers under Fairtrade conditions, or • An allocation system, defined by the organisation, for distributing the Fairtrade income to the different member organisations. The system is part of the agreed written internal regulations of your organisation and monitored by a surveillance committee. | 0 | | | | N/A | N/A | 0 | • Rules and procedures for the distribution of Fairtrade Premium (See 2.5.1 Document relevant Policies and Procedures) SPO 4.1.5 |
| 18.2.3.b Fair distribution of Fairtrade Premium CANE SUGAR | CANE SUGAR You have an agreement with other producer organisations delivering to the same mill on how the Fairtrade Premium will be shared among the organisations. You inform the mill about the agreement in writing before harvest starts. In case there is no agreement on how the Fairtrade Premium should be distributed among producer organisations delivering to the same mill, then a mediation process is started immediately. If there is no conclusion within 4 weeks after the mediation process has started, you accept that the payer distributes the premium according to the volume of sugar cane delivered by each organisation. | 0 | | | | N/A | N/A | 0 | Cane sugar 4.4.1 |
| 18.2.4 Optional distribution of Fairtrade Premium for workers | If workers so choose, up to 20%, and in exceptional circumstances up to 50%, of Fairtrade Premium money per year can be distributed equitably amongst all workers in cash as a Fairtrade bonus. In the case that workers choose the option to distribute some Fairtrade Premium money in cash to workers, the Fairtrade Premium Committee consults with trade union/workers' representatives to ensure that the collective bargaining process is not undermined. | | 0 | | | N/A | N/A | 0 | HLO 2.1.20 |
| 18.2.5 Allocation of Fairtrade Premium to support economic, social and environmental priorities COFFEE | Coffee You invest at least 5 cents of Fairtrade Premium per pound of Fairtrade coffee sold in improving the productivity and/or quality of Fairtrade coffee and/or enhancing sustainable agricultural practices. Based on the Fairtrade Development Plan and the environmental risk assessment, the General Assembly decides on the activities to be carried out. You keep records on the use of money and explain how it contributes to the improvement of productivity, quality and/or sustainable agriculture practices. | 1 | | | | N/A | N/A | 0 | Coffee 4.1.5 |
| 18.2.5.a Allocation of Fairtrade Premium to support economic, social and environmental priorities QUINOA | Quinoa You dedicate at least 30% of the Fairtrade Premium that you receive to investment into environmentally sustainable measures for the production and processing of quinoa. Investment can be made at the level of individual members and/or the producer organisation. The General Assembly decides on the activities to be carried out. You keep records of the use of the Premium and are able to explain in which way the Premium use contributes to the improvement of environmental sustainability. | 1 | | | | N/A | N/A | 0 | Cereals 4.3.1 |
| 18.2.5.b Allocation of Fairtrade Premium to support economic, social and environmental priorities COCOA | Cocoa Applies to Côte d'Ivoire and Ghana. The Fairtrade Premium is invested according to the following distribution: • Min. 40% is transferred to your members as cash payment • Min. 10% (max. 40%) is invested in your producer organisation • Min. 10% (max. 40%) is invested in farm services for your members • Min. 10% (max. 40%) is invested in community needs such as education, health or others. | 1 | | | | N/A | N/A | 0 | Cocoa 4.6.2 |
| 18.2.5.c Allocation of Fairtrade Premium to support economic, social and environmental priorities COCOA | Cocoa When planning for the Fairtrade Development Plan, you discuss whether investing the Fairtrade Premium in activities that increase quality and productivity would help your members to have more secure incomes. You present the results of this discussion to the GA before approving the Fairtrade Development Plan. In case a trader has offered a long-term partnership based on mutual commitments, and has communicated to you their sustainability priorities, you discuss with your members whether such a partnership would be in the interest of your organisation and of your members and inform your business partner about your decision. | 1 | | | | N/A | N/A | 0 | Cocoa 4.6.1 |
| 18.2.6 Investment in community projects FLOWERS AND PLANTS | Flowers If investing in community projects over \$,000 USD, the FPC invests jointly and collaboratively with other certified producers or relevant entities within the same region. Before investing in food subsidies, the FPC plans and implements at least one project with long-term benefits. | | 1 | | | N/A | N/A | 0 | Flowers and Plants 2.1.6 |
| 18.2.7 Sustainability Margin TEA | TEA For conventional and organic teas from the Camellia plant made using the CTC production method, "fannings" and "dust" made using the orthodox production method, and the instant tea derived from these teas, up to 20% of the Fairtrade Premium can be deducted from the Fairtrade Premium and paid to the estate. This amount is called the sustainability margin. The estate uses it to support improvements to working conditions as part of ongoing certification and compliance with Fairtrade Standards, covering the costs that go beyond statutory obligations and/or for the wider benefit of workers. Where applicable, split payment between the Fairtrade Premium paid to the Fairtrade Premium Committee (80%) and to the estate (20%) needs to be clearly documented, for example, by two separate bank payments, or by invoicing the sustainability margin with the price of goods. The Fairtrade Premium Committee (FPC) approves the purpose of using the Sustainability Margin. The estate management submits the reports on the use of SM at the GA and to the FPC. The SM can be spent only on projects or activities under Fairtrade certification that benefit workers directly and support improvements to living conditions and services to workers. If the SM is used for infrastructure projects, the company provides at least 50% of the total costs from its own resources as matching funds. | | 1 | | | N/A | N/A | 0 | Tea 3.1.1, 2.1.2 |
| 10. Wage setting and wage improvement | | | | | | | | | |
| 19.1 Fair Wages | You set wages for workers and other conditions of employment according to whichever is the highest of the following that applies to your product, • Legal minimum wage • ILO regulations where they exist • Regional average wage • Official minimum wages for similar occupations, • Floor wage (Flowers and plants, Fresh Fruit) See 19.1.2 • Base Wage (Banana) See 19.1.3 You specify wages for all employee functions and employment terms, such as piecework. | 0 | 0 | | | N/A | N/A | 0 | SPO 3.1.19 HLO 3.5.1 Flowers and plants 3.2.1 Fruit and veg HLO 3.1.1 Fruits (Banana) 3.1.2 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin |
|---|---|-----|-----|--------|------------|------------|---------------|--|
| 19.1.2 Floor wage | You ensure that all workers are paid a basic/gross wage that is equal to or exceeds the applicable floor wage set by Fairtrade. The floor wage reflects the global poverty line set by the World Bank, considering Purchasing Power Parity (PPP). The floor wage relates only to the basic/gross wage; in-kind benefits cannot be counted. Please refer to the explanatory document on how to calculate floor wages for more information. You ensure that no benefits are worsened/reduced after the introduction of this requirement, except when formally agreed with a trade union that has the right to bargain collectively on behalf of workers in your company. | 0 | | | | N/A | 0 | Flowers 3.2.1 Fruit and veg HLO 3.1.1 |
| 19.1.2.a Floor wage FLOWERS AND PLANTS | FLOWERS AND PLANTS Cash allowances cannot be counted in the basic/gross wage. | | | | | N/A | 0 | Flowers and plants 3.2.1 |
| 19.1.2.b Floor wage FRUIT AND VEGETABLES | FRUIT AND VEGETABLES Cash allowances are issued regularly to all workers as an entitlement without a link to the attendance or performance of workers, and count towards the gross wage. Workers have full discretion on how to spend cash allowances. | | | | | N/A | 0 | Fruit and veg HLO 3.1.1 |
| 19.1.3 Base wage BANANA | BANANA You ensure that all workers are paid a basic wage in cash that is equal to or exceeds the Fairtrade Base Wage. The Base Wage is defined as 70 per cent of the Cash Basic Living Wage applicable for your country or region. The base wage relates to the basic/gross wage, after taxes and mandatory deductions. You ensure that no remuneration is worsened/reduced after the introduction of this requirement, except when formally agreed with a trade union that has the right to bargain collectively on behalf of workers in your company. | | | | | N/A | 0 | Fruits (Banana) 3.1.2 aligned wording |
| 19.1.4 No deductions from salaries | You do not make deductions from salaries unless they are permitted by national laws, fixed by a collective bargaining agreement, or the employee has given his/her written consent. If you make deductions from salaries for services you provide, the amounts are in line with the actual costs you incurred. Deductions are not used for disciplinary purposes. | 0 | | | | N/A | 0 | HLO 3.5.2 |
| 19.1.5 Paid overtime | You compensate overtime at a premium rate. The premium rate is paid at the following rates unless otherwise defined by national legislation, by CBA or by agreements with unions: - factor of 1.5 for work performed on regular workdays. - factor of 2 for work performed on the regional day of rest, public holidays and night work. If you compensate overtime by the allocation of time off work, the premium factor is applied. | 0 | | | | N/A | 0 | HLO 3.5.12 |
| 19.1.6 Payment for production quotas and piecework | For work based on production, quotas and piecework, during normal working hours, you pay the equivalent proportion of whichever is higher of the following options: - the average hourly wage based on a manageable workload. - the legal minimum wage - the relevant industry average wage. You make the method of calculation transparent. Information about this pay rate is available for all workers and worker organisations. | 0 | 0 | | | N/A | 0 | SPO 3.3.20 HLO 3.5.3 |
| 19.2 Improving Wages | | | | | | | | |
| 19.2.2 Progress towards a living wage | You make a commitment to continually increase wages to close the wage gap with a living wage. If remuneration (wages and benefits) is below the living wage benchmarks as approved by Fairtrade International, you ensure that real wages are increased annually above annual inflation for the country, to continuously close the gap with the living wage. For the calculation of the real wage, the company should consider the gross wage value. The calculation should not consider the in-kind benefits. The calculation of the real wage is based on the wage increases that take place within a full calendar year, from January to December. The resulting percentage value of increases in wages is compared with the latest available information on the average annual inflation rate over the year of the country. This means that the wage of a worker or job category should be increased higher than the inflation rate from the previous full calendar year, or the latest available average annual inflation rate. The incremental steps and timeline toward the applicable living wage are negotiated with trade union/elected worker representatives. | 0 | | | | N/A | 0 | HLO 3.5.1 (part) & 3.5.4 |
| 19.2.3 Negotiate wage increases | You do not refuse to negotiate wage increases for any workers earning less than the applicable living wage. | 0 | | | | N/A | 0 | Flowers and Plants 3.2.2 |
| 19.2.4 Use of Fairtrade Premium to improve wages BANANA | BANANA As long as there is a gap between the Living Wage Benchmark and the lowest net cash wage received by workers, up to 20 per cent of the Fairtrade Premium is equitably disbursed among all workers earning below the Living Wage Benchmark (LWB) in accordance with time worked, as a Fairtrade Bonus. This amount can be added to the optional distribution of Fairtrade Premium for workers (see 3.2.4). Payments are made in cash. Premium vouchers of equal value to cash disbursements can be disbursed in those origins where payment in cash is not an advantageous option. Your company demonstrates the transparency and accuracy of the payments made by the Fairtrade Premium Committee according to the rules described in this requirement. Your company ensures that no remuneration is worsened/reduced after the introduction of this requirement, except when formally agreed with elected worker representatives who have the right to negotiate. | 0 | | | | N/A | 0 | Fruits & Vegetables (HLO) 3.1.3 |
| 19.2.4.a Use of Fairtrade Premium to improve wages FLOWERS AND PLANTS | Flowers As long as there is a gap between the living wage and the remuneration received by workers, 30 per cent of the Fairtrade Premium is equitably disbursed only among workers who earn less than the living wage as a Fairtrade Bonus until the living wage gap is closed. Payments are only made in cash. No other form of disbursement, like vouchers and in-kind benefits, is accepted. Your company demonstrates the transparency and accuracy of the payments made by the Fairtrade Premium Committee according to the rules described in this requirement. Your company ensures that no benefits are worsened/reduced after the introduction of this requirement except when formally agreed with elected worker representatives who have the right to negotiate. | 0 | | | | N/A | 0 | Flowers & Plants 3.2.3 |
| 20 Economic Resilience | | | | | | | | |
| 20.1 Increase productivity, quality and economic resilience | COCOA | | | | | | | |
| 20.1.1 Improve economic resilience COCOA | You collect household and farm data to assess the needs of members regarding sustainable farm improvements. | 3 | | | | N/A | 0 | Cocoa 3.5.1 |
| 20.1.1.a Improve economic resilience COCOA | COCOA You implement at least one of the following actions to improve the economic resilience of your members: - You collect household and farm data to assess the needs of members regarding sustainable farm improvements. - You develop, agree and regularly review and update farm improvement plans with individual members to increase the economic viability of the members' farms sustainably and to support farmers in determining and achieving their optimal cocoa productivity. You discuss the findings and updates from farm assessment data and risk assessment with the member, and include the resulting agreed actions in the Farm Improvement Plan. - You support your members with income resilience strategies, including income diversification. You give special attention to the participation of women and youth. You implement this requirement gradually, starting with a manageable number of members for your organisation. - You support your members to analyse their production costs and net income and provide training on finance and business management. You implement this requirement gradually, starting with a manageable number of members. | 3 | | | | N/A | 0 | Cocoa 3.5.2,3,5.5, 3.5.6 |

| Column1 | Column2 | SPO | HLO | Trader | Risk Level | Risk Topic | Documentation | Origin | |
|--|--|-----|-----|--------|------------|------------|---------------|---------------------------|---|
| 20.1.1.b Improve economic resilience COCOA | <p>COCOA Applies in Cote Divoire and Ghana</p> <p>You implement at least one of the following actions to improve the economic resilience of your members:</p> <ul style="list-style-type: none"> •You implement a farm book system that supports your members to document their farm income and production costs, enabling members to improve their farm yields and calculate their net income, whilst also building their financial history. You implement this gradually, starting with a manageable number of members for your organisation. •You collect and record member farm book data to assess the net income of your members against the Living Income benchmark for your country. You assess the progress of your members against Living Income targets at the farm level, including cocoa yields per hectare. You implement this requirement gradually, starting with a manageable number of members for your organisation. •You determine the financing needs of your members and make efforts to meet their needs. You document your interaction with input suppliers and/or financial organisations when seeking finance for your members. | 3 | | | | | 0 | Cocoa 3.5.3, 3.5.4, 3.5.7 | |
| 20.2 Support producers' economic resilience | | | | | | | | | |
| 20.2.1.Service provision to producers | If you provide any services such as training or other support activities to producers, you agree in advance and in writing with the producer, on all terms and conditions, including fees. You do not put pressure on producers to accept the services and the fee, nor do you make it a condition of purchase. | | | 0 | | | N/A | 0 | Trader 5.1.7 Cocoa 4.1.2 |
| 20.2.1.a Service provision to producers COFFEE | You demonstrate that your assistance as an export service provider is required by a producer organisation to undertake Fairtrade exports. You demonstrate this with a record of prior transaction(s) and/or a confirmation letter from the identified Fairtrade certified producer organisation. You do not assist or do business with organisations involved with the violation of human rights, land claims, violation of indigenous peoples' rights and land, fraud, formal complaints, previous business malpractices with farmers, violation of animal rights or harm of biodiversity. | | | 0 | | | N/A | 0 | Coffee 1.1.2 |
| 20.2.2 Pre-financing | <p>not applicable to flowers and plants, fresh fruit & vegetables (some products)</p> <p>On request from the producer, you pre-finance at least 60% of the value of the contract, or facilitate that this is done via a third party at any time after signing the contract, to enable small producer organisations to purchase the products from their members and to support hired labour organisations to cover costs of production.</p> <p>You either provide pre-finance directly or facilitate the provision of pre-finance via a third party. The pre-finance must be made available at least six weeks before shipment.</p> <p>You comply with the terms and conditions for Prefinancing defined for the production ANNEX A11. Producer Support</p> <p>You do not put pressure on the producer to decline provision of pre-finance, for instance, you do not make it a condition for signing a contract that the producer declines the pre-finance offer.</p> <p>You do not have to follow the requirement if this is not legally allowed in the country you are operating in.</p> <p>If you provide pre-finance directly, you and the producer must agree in writing on the following:</p> <ul style="list-style-type: none"> •Amount of the pre-finance •Duration of the pre-finance •Payment terms •Interest charges, if any •Other charges, if applicable •Consequences in case of quality problems and/or non-delivery of product <p>If you facilitate pre-finance via a third-party lender, you take all actions that are needed to achieve effective facilitation, such as:</p> <ul style="list-style-type: none"> •Act as a reference to the lender on behalf of the producer; •Confirm that the Fairtrade contract is valid and can be used as collateral for providing pre-finance to | | | 0 | | | N/A | 0 | Trader 5.4.1 5.4.2, 5.4.3, 5.4.4 |
| 20.2.3 Sourcing plans | Upon request from producers, you provide a sourcing plan or relevant market information to each producer (if you buy directly from them), or the conveyor (in case a conveyor is involved) that you plan to buy from. | | | 0 | | | N/A | 0 | Trader 5.5.1, 5.5.2, 5.5.3 NEW approved 5.5.1 requirement on sourcing plan |