

EXPLANATORY DOCUMENT FOR THE FAIRTRADE STANDARD FOR Hired Labour



Processing bananas at Finca El Antojo. Photo by Marvel Koppen

Purpose of this document

The Hired Labour (HL) explanatory document provides answers to questions concerning Fairtrade Standards faced by hired labour organizations that are already, or want to become, Fairtrade certified. This document can be used as a practical guide for management, staff, board members, workers, workers' organisations and sub-committees of hired labour organizations for implementing Fairtrade Standards. It is meant to be a reference document to help break down difficult areas of the Standard to make it easier to understand.

The explanatory document provides a summary of the Standard requirements according to the applicable timelines - what has to be done in Year 0, 1, 3, 6, and an overview of the most important features of the Standard. This is supported by practical tips, definitions, case studies, examples and resources, all designed to clarify the requirements in the HL Standard for use by the producer.

Every organization is different, and representatives of hired labour organizations can also request practical and specific regional advice from the Fairtrade contact person in charge of producer support affairs in the respective country or region.

The HL explanatory document is a reference document and a complement to the Fairtrade HL Standard. For compliance purposes, the Fairtrade Standard for Hired Labour is the official document against which producers are audited. All Fairtrade Standards are available free for download on the Fairtrade International website at: http://www.fairtrade.net/our_standards.html

Table of Contents

Introduction.....	4
What is Fairtrade?	4
How does Hired labour fit in with Fairtrade?	4
What is a hired labour organization?	4
How are producers certified and audited?	5
Monitoring of changes.....	6
How to use this document	7
1. General requirements and Commitment to Fairtrade.....	8
1.1 Certification	8
1.1 Comittment to Fairtrade	8
2. Social Development	10
2.1 Management of Fairtrade Premium	10
2.2 Capacity Building	19
3. Labour Conditions	23
3.1 Freedom from Discrimination.....	23
3.2 Freedom of Labour	25
3.3 Child labour and Child Protection	27
3.4 Freedom of Association and Collective Bargaining	29
3.5 Conditions of Employment.....	34
3.6 Occupational Health and Safety.....	41
4. Environmental Development.....	49
4.1 Environmental Management.....	49
4.2 Pest Management	49
4.3 Soil and Water	60
4.4 Waste	64
4.5 Genetically Modified Organisms (GMO).....	66
4.6 Biodiversity	68
4.7 Energy and greenhouse Gas Emissions.....	72
5. Trade.....	75
5.1 Traceability	75
5.2 Sourcing	77
5.3 Contracts	78
5.4 Use of Fairtrade Trademarks.....	79
Annex 1 Abbreviated HL Requirements by Timeline.....	81
Annex 2 What is Risk?.....	91

List of Acronyms

HL	Hired Labour
FMP	Fairtrade Minimum Price
FP	Fairtrade Premium
FPC	Fairtrade Premium Committee (formerly called JB)
FoA	Freedom of Association
GA	General Assembly of workers
IPM	Integrated pest management
JB	Joint Body
PN	Producer Network
PPP	Personal Protective Equipment
NFO	National Fairtrade Organization
S&P	Standards & Pricing

Introduction

What is Fairtrade?

Fairtrade is a strategy that aims to promote sustainable development and to reduce poverty through fairer trade.

It is also a trading partnership, based on dialogue, transparency and respect that seeks greater equity in international trade. Its contribution to sustainable development is through offering better trading conditions to, and securing the rights of, marginalized producers and workers – especially in the South.

In order to be part of the Fairtrade system, traders and producers have to meet certain criteria which are defined in the Fairtrade Standards set by Fairtrade International. FLOCERT (Fairtrade's independent certification company) manages the process of auditing and certification to guarantee compliance with the Fairtrade principles.

How does Hired labour fit in with Fairtrade?

Workers, through their company, can participate in Fairtrade if they are organized, normally in unions. The company must be willing to support the workers' development; empowering them to combat poverty, strengthen their position and to take more control of their lives. The requirements of Fairtrade ensure that employers pay decent wages, guarantee the right to join trade unions, make certain that health, safety and environmental principles are adhered to, and share with the workers the extra money that Fairtrade should bring.

The Fairtrade Standards also cover terms of trade. Most products have a Fairtrade Minimum Price, which is the minimum that must be paid to the producers. In addition producers get an additional sum, the Fairtrade Premium, to invest in their workers and communities.

What is a hired labour organization?

A Hired labour organization is a company that relies on hired workers; this can be a farms, plantation, factory, manufacturing industry, etc.).

Workers are defined as all workers including migrant, temporary, seasonal, sub-contracted and permanent workers. 'Workers' are not limited to field workers but includes all hired labour personnel, such as employees working in the company's administration. However, the term is restricted to personnel that can be unionised and therefore normally excludes middle and senior management.

A **migrant worker** is a person who moves from one area within her or his own country (in-migration) or across the borders to another country (out-migration) for employment.

A **seasonal worker** refers to a worker whose work by its character is dependent on seasonal conditions and is performed only during part of the year.

A **temporary worker** is a person who works at the certified company on a non-regular, short term basis. A temporary worker may be a seasonal worker.

There are three classifications of Hired labour organizations:

Single Plantations are single-estates or farms which have one single production site, where one central management is responsible for the labour conditions of their workers.

Multi Estates are companies that are composed of more than one plantation or farm with independent administrations. A central management body is responsible for the labour conditions of the workers on all of the plantations. All requirements in the HL Standard are applicable to all companies, while there are some additional requirements applicable only to multi-estates as noted throughout the Standard.

Factories: a factory is a production site where a raw product is transformed into a product with higher value.

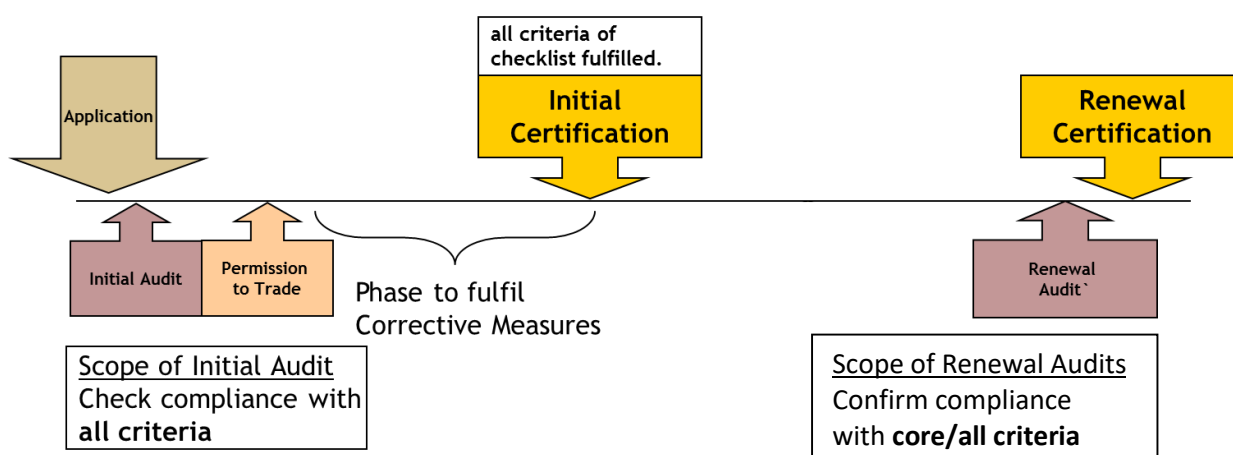
In addition a **small company** is defined as any company hiring 25 or fewer permanent workers. This number may vary depending on the country and industry and will be determined by the certification body. All requirements are applicable to all companies, however, some compliance criteria have been modified for small companies as noted throughout the Standard.

If you do not rely on hired labour to run your farm and are a member of a small producer organization, you may qualify under the Standard for small farmers. If you are not sure, please look at the Explanatory Document for the Fairtrade Standard for Small Producer Organizations or ask your regional Fairtrade producer support officer.

How are producers certified and audited?

If you want to apply for Fairtrade certification you should contact FLOCERT – the independent certification body for the Fairtrade system. You can find more information on the application process on their website: <https://www.FLOCERT.net/start-trading-fair-today/> After applying for certification an initial audit is conducted. Your organization will receive permission to trade if no non-compliances are found on major requirements and may then be certified for three years once all other non-compliances are solved.

Certification cycle



During the audits and for certification decisions the certification body follows the exact wording of the Fairtrade Standard and its objectives. Verifiable control points, called *compliance criteria*, are used by the auditor. The compliance criteria reflect the content of the Fairtrade Standards. The compliance criteria (meaning a list of what producers are expected to do to fulfil the Standards) are published by FLOCERT. This is a valuable checklist and can be accessed at <https://www.FLOCERT.net/>

The Hired Labour Standard applies to all situations whatever the product, unless the product specific standard sets a higher level of compliance. Fairtrade International product specific standards apply in addition to the Hired Labour Standard and relate to one product or a group of specific products. For a current list of product standards for hired labour situations please visit the Fairtrade International website <http://www.fairtrade.net/our-standards.html>.

Furthermore, Fairtrade International requires that you always adhere to national legislation. When Fairtrade International Standards are higher than national law, the Fairtrade International Standards apply.

In the Standard you will find two different types of requirements:

- **Core requirements** reflect Fairtrade principles. You must comply with core requirements at all times, taking into account the applicable timeline.
- **Development requirements** refer to the continuous improvements that certified organizations must make. You must be compliant with an average score.

Monitoring of changes

Fairtrade International may amend Fairtrade Standards as explained in Fairtrade International's Standard Operating Procedures, see http://www.fairtrade.net/setting_the_standards.html. Fairtrade Standard requirements can be added, deleted, or changed. If you are Fairtrade certified, you are required to regularly check the Fairtrade International website for changes to the Standards.

Fairtrade certification ensures that you comply with Fairtrade Standards. Changes to Fairtrade Standards may change the requirements of Fairtrade certification. If you wish to be or are already Fairtrade certified, you are required to regularly check the compliance criteria and certification policies on the certification body's website at <https://www.FLOCERT.net/>

How to use this document

This document follows the organization of the Standard for hired labour organizations. The requirements in each section are then presented in a table format and broken down by what the producer must do in each year. Reading the columns of the table from left to right, the columns show the requirement number, a C or a D which represent if the requirement is a CORE requirement or a DEVELOPMENT requirement. The next column is a very brief text stating what is required. The final column is a check box which is meant for the producer to check off when a requirement is complied with or understood, if they find it useful.

2.1.1	C	A Fairtrade Premium committee must be created.	<input type="checkbox"/>
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After the requirements are presented in the timeline and table format, a more detailed explanation of why the requirement is important, examples and ways in which producers can reach compliance are also given. Finally, references and links to external documents that provide additional practical information can be found.

1. General requirements and Commitment to Fairtrade

1.1 Certification

Year 0

1.1.1	C	Accept announced and unannounced audits of all premises, including those subcontracted.	<input type="checkbox"/>
1.1.3	C	Allow FTI representatives to interact with workers.	<input type="checkbox"/>

Year 1

1.1.2	C	Share audit results with workers.	<input type="checkbox"/>
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Year 3

No requirements in Year 3			
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Year 6

No requirements in Year 6			
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1.2 Commitment to Fairtrade

Year 0

1.2.1	C	Appoint a Fairtrade Officer.	<input type="checkbox"/>
1.2.2	C	Include in your mission statement your commitment to continuous improvement of social practises and to achieving the aims and values of Fairtrade.	<input type="checkbox"/>
1.2.3	C	Allocate working time and resources to ensure successful implementation of Fairtrade.	<input type="checkbox"/>
1.2.4	C	Ensure your legal and legitimate rights to land use and tenure, respect for the right of local people and resolve disputes responsibly.	<input type="checkbox"/>

Year 3

No requirements in Year 3			
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Year 6

No requirements in Year 6			
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Why is this important?

It is necessary to ensure that a company is committed to Fairtrade certification from the very start; in terms of the physical location and set up of the farm, to the dedication and support in time and resources that are needed to undergo the process of certification with Fairtrade.

What should I do?

The company must allow audits to take place on its premises and also on those that it subcontracts, if applicable, through written agreements with the subcontracted premises.

Once audits have been carried out, the results should be shared with the workers, in a way that they understand and can help to generate ideas about how to ensure the company is compliant with the standards.

The company must allow representatives from Fairtrade International, Fairtrade producer support staff, representatives of producer networks and National Fairtrade organizations to be able to interact with workers in the company to enable them to discuss Fairtrade matters, at least once a year. These visits should be done at the request of the company or by the workers in coordination with management so as not to disrupt regular work.

In addition to senior management being accountable for the standards, there should also be a Fairtrade Officer who is identified and appointed with the overall responsibility for the coordination of Fairtrade matters. This person will act as the liaison between the company and Fairtrade International, and should also be one of the management representatives on the Fairtrade Premium Committee. The Fairtrade Officer does not have to be employed exclusively for this role, but may be a manager with the experience and knowledge to enable him or her to take on the responsibility of Fairtrade within the company alongside their other duties.

Your company's mission statement or policy must include a statement which explains how the company implements the continuous improvement of social practices and that it is committed to sharing the aims and values of Fairtrade.

The company must ensure that working time and resources are given so that the Fairtrade standards can be implemented e.g. time provided for the various committees required by Fairtrade (Premium committee, workers representatives etc.) to meet regularly themselves and to share the outcome of their meetings with workers. Resources such as office space for meetings and storage of files and equipment, stationary and training must be provided. If workers, who are normally paid for piecework or through a bonus system, spend time on Fairtrade matters e.g. as a member of a committee that meets on a regular basis during work time they must be compensated for any lost income.

Example of committee work compensation: A flower grader is paid a bonus according to the number of bunches she manages to grade. She is the worker representative for the grading hall on the Fairtrade Premium Committee and is therefore expected to meet at least one day every month between the hours of 2 pm and 4 pm. Due to the time the meeting takes the grader loses out on the bonus payment. The company makes up this loss by calculating the equivalent bonus she would have earned had she not attended the meeting and includes this in the next salary payment.

The company must ensure that it has legal and legitimate right i.e. official documentation for all the plantations under the same company name, to the land that it is using and the human rights and fundamental freedoms of local and indigenous people must also be respected. If there are any disputes on land, these must be resolved responsibly and transparently before certification can be granted, and if these are on-going then there must be evidence that there is a legal resolution process which is active.

Links/references

The company should be in full alignment with the [ILO Convention C169 \(Indigenous and Tribal Peoples Convention\)](#), Part II and the [Voluntary Guidelines on the Responsible Governance of Tenure" as defined by the CFS-FAO in May 2012.](#)

2. Social Development

2.1 Management of Fairtrade Premium

Year 0

2.1.1	C	Create a Fairtrade Premium Committee (FPC) that manages the Premium for workers.	<input type="checkbox"/>
2.1.3	C	Create and register a legal body to allow the workers to be the sole owners and beneficiaries of the Premium.	<input type="checkbox"/>
2.1.5	C	Establish a separate Fairtrade Premium account with worker and management representatives as joint signatories.	<input type="checkbox"/>
2.1.6	C	Ensure all Premium payments are paid directly into the Fairtrade Premium account.	<input type="checkbox"/>
2.1.8	C	Sign a legally binding agreement with the legal body to ensure the balance of the Premium is used for on-going Premium projects or distributed among workers within 3 months.	<input type="checkbox"/>
2.1.9	C	Democratically elect workers representatives to the FPC and have management appoint advisors.	<input type="checkbox"/>
2.1.11	C	Ensure that the FPC meet regularly during working hours.	<input type="checkbox"/>
2.1.12	C	Provide information on current Fairtrade sales, cross checked against Premium received and minute in FPC meetings. Make all relevant Premium accounting books available to the FPC members and the certification body.	<input type="checkbox"/>
2.1.13	C	Management must participate actively and responsibly in the FPC as a non-voting advisor.	<input type="checkbox"/>
2.1.19	C	Ensure that Premium is used, according to the Fairtrade rules, to benefit workers, their families and communities.	<input type="checkbox"/>
2.1.20	C	If workers choose, up to 20% of the Premium can be distributed as a Fairtrade cash bonus. If this is the case the FPC must consult with the workers' representatives. Note: exceptional circumstances can raise the limit to 50%.	<input type="checkbox"/>

Year 1

2.1.2	C	Multi estates need to provide an overview of the Fairtrade Premium income of the company and how it is distributed as well as the local FPC premium plans.	<input type="checkbox"/>
2.1.4	C	Create terms of reference for the Fairtrade Premium Committee, have them approved by the general assembly (GA) of workers and follow them.	<input type="checkbox"/>
2.1.7	C	For multi estates only - ensure that the distribution principles of the Fairtrade Premium are transparent and documented.	<input type="checkbox"/>
2.1.15	C	Prepare a Fairtrade Premium plan based on consultations with workers, taking into account the needs of different groups of workers. From this prepare a budget based on expected Premium income, setting priorities.	<input type="checkbox"/>
2.1.16	C	Ensure that the FPC leads a general assembly (GA) at least once a year to approve the Fairtrade Premium plan.	<input type="checkbox"/>

2.1.17	C	Administer Premium funds responsibly. Undertake risk assessments for all major Premium projects, loans and investments.	<input type="checkbox"/>
2.1.18	C	Ensure that the FPC monitors activities and presents a documented annual report on Fairtrade Premium activities to the general assembly of workers.	<input type="checkbox"/>

Year 3

2.1.10	D	Ensure that the composition of the FPC reflects the composition of the workforce.	<input type="checkbox"/>
2.1.14	D	Ensure that the FPC understands the workers needs by meeting and consulting with them on a regular basis, during working hours, to discuss and record project ideas.	<input type="checkbox"/>

Year 6

No requirements in Year 6			
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Why is this important?

Fairtrade is intended to bring empowerment and development directly to workers employed by the company, including permanent, migrant, seasonal and temporary workers, their families and the communities they live in. Benefits from participation in Fairtrade include improved salaries, better working conditions and community services.

The Fairtrade Premium is an extra sum paid to the company in addition to the price for their products. It serves as a tool for socio-economic and environmentally sustainable development and empowerment for the organized workers in the company

Fairtrade Standards require that the workers are the sole owners and beneficiaries of the Premium and should be empowered to decide how best to use Premium money in order to improve their livelihoods. A legal body that owns the Premium on the behalf of all workers is managed by a Fairtrade Premium Committee that is made up of elected worker representatives and management advisors, with the workers representatives in the majority.

It is important that the initial set up of the legal body and the Fairtrade Premium Committee (FPC, previously called Joint Body) are well thought out, structured and legally documented to ensure that the management of the Premium is carried out in an official, transparent, participative and democratic way, involving all the workers in the company, plantation or farm. It is also important that structures are put in place to ensure workers' access to the Premium in case of decertification or dissolution of the company.

The use of the Premium must be planned, and, in accordance with the Fairtrade rules, must take the needs of all workers into account. Approval for the use of the Premium must be done through the general assembly of workers. This means that workers are informed about plans for the use of the Fairtrade Premium and that everybody can give their opinion and vote for what they think should be done with the Fairtrade Premium. The FPC must also report on how the activities are going at the general assembly of workers (GA). All accounting and reporting of the Fairtrade Premium money must be available and transparent to all those to whom it belongs, i.e., the workers. The planning and reporting process allows for projects to be monitored and evaluated, measuring their success.

To make certain that the Premium is used to benefit workers, their families and their communities, and to give clear guidance for the FPC, rules are in place stating clearly how the funds may and may not be used. If workers opt for limited cash disbursement as one of the uses of the Fairtrade Premium, the FPC must seek the advice of the trade union that represent the workers in the workplace to ensure that Premium used in this way would not undermine the collective bargaining position of the workers and the trade unions that represent them.

The term trade union is broadly defined in the Standard and also covers workers' organisations recognised to bargain on the behalf of workers.



*Joan Chelangat in the Mariny Secondary School library, buildt with Premium funds, Finlays, Kenya.
Photographer Riccardo Gangale.*

What should I do?

Setting up the FPC

Before the first certification a FPC must be created to manage the Fairtrade Premium for the workers. The number of worker representatives elected to the FPC must be higher than the number of appointed management advisors.

A legal body must be created that allows the workers to be the sole owners and beneficiaries of the Premium. This can be, for example, a locally registered community based organization, a cooperative etc. Whatever structure is chosen, it must be able to own property, enter into legal contracts and have a bank account. The FPC is the administrator of this legal body.

Terms of reference need to be created for the FPC which defines, in minimum:

- The aims of the Committee,
- The composition (who are the members),
- How workers representatives of the Committee are elected,
- Procedures (determining what the terms of office are, frequency of meetings are held, how decisions are made, criteria for selection of Fairtrade Premium projects are, documentation, and which reports should be delivered, what happens to the Committee if company is decertified or dissolves),
- Internal regulations, responsibilities, especially who is responsible for finances,
- That all decisions on 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,







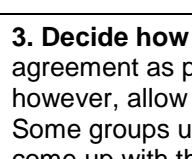
The terms of reference need to be translated into local languages where necessary so that they are understood by all the members, and they need to be approved by the GA of workers. They should always be made available for all members and the FPC needs to make sure that they are followed.






Decisions should be made through consensus. Steps for doing this are below.

How to Reach a Consensus

Consensus is defined as "an opinion or position reached by a group as a whole" by the American Heritage Dictionary. Consensus decision making is the process used to generate widespread agreement within a group. These instructions will guide you through that process.

Steps

<p>1. Understand the principles of consensus decision making. There are five requirements of consensus decision-making:</p>	
	<p>Inclusion. As many <u>community</u> members as possible should be <u>involved</u> in the process. Nobody should be excluded or left out (unless they ask to be excluded).</p>
	<p>Participation. Not only is every person included, but each and every person is also expected to <u>participate</u> by contributing opinions and suggestions. While there are various roles that others may have, each person has an equal share (and stake) in the final decision.</p>
	<p>Co-operation. All the people involved <u>collaborate</u> and build upon each other's concerns and suggestions to come up with a <u>decision</u> or solution that will satisfy everyone in the group, rather than just the majority (while the minority is ignored).</p> <p>Egalitarianism. Nobody's input is weighed more or less than anyone else's. Each has equal opportunity to amend, veto, or block ideas.</p>
	<p>Solution-mindedness. An effective decision-making body works towards a common solution, despite differences. This comes through collaboratively shaping a proposal until it meets as many of the participants' concerns as possible.</p>
<p>2. Understand the benefits of using a consensus process. Consensus decision making involves a collaborative <u>discussion</u>, rather than an adversarial debate. Thus a consensus process is more likely to result in all parties reaching common ground. The benefits include:</p>	
	<p>Better decisions- because all perspectives in the group are taken into account. The resulting proposals are therefore able to address all the concerns affecting the decision as much as possible.</p>
	<p>Better group relationships- through collaborating rather than competing, group members are able to build closer relationships through the process. Resentment and rivalry between winners and losers is minimized.</p>
	<p>Better implementation of decisions- When widespread agreement is achieved and everyone has participated in the process there is usually strong levels of cooperation in follow through. There are not likely to be disgruntled losers who might undermine or passively sabotage effective implementation of the group's decision.</p>
<p>3. Decide how your group will finalize a decision. A consensus process allows a group to generate as much agreement as possible. Some groups require everyone to consent if a proposal is to be passed. Other groups, however, allow decisions to be finalized without unanimous consent. Often a super-majority is deemed sufficient. Some groups use a simple majority vote or the judgment of a leader. They can still use a consensus process to come up with their proposals, regardless of how they finalize a decision.</p>	

	<p>4. Understand what it means to give consent. Consenting to a proposal does not necessarily mean it is your first choice. Participants are encouraged to think about the good of the whole group. This may mean accepting a popular proposal even if it is not your personal preference. In consensus decision making participants voice their concerns during the discussion so that their ideas can be included. In the end, however, they often decide to accept the best effort of the group rather than create factions or an "us against them" mentality.</p>
	<p>5. Clearly outline what needs to be decided. You may need to add something or take something away. You may need to start something new or amend something current. Whatever it is, make sure that the entire issue is clearly stated for everyone to understand. It's always a good idea to address why the issue is being raised in the first place (i.e. what is the <u>problem</u> that needs to be solved?). Briefly review the options that are available.</p>
	<p>6. List all the concerns participants want their proposal to address. This sets the groundwork for collaboratively developing a proposal that most people will support.</p>
	<p>7. Test the waters. Before attempting a lengthy <u>discussion</u>, take a straw poll to see how much support a proposal idea has. If everyone agrees on a position, move on to finalizing and implementing the decision. If there is disagreement, discuss the concerns that are not yet met by the proposal. Then adapt the <u>proposal</u>, if possible, to make it more broadly agreeable. Sometimes a solution is reached by finding a middle ground between all parties. Even better, however, is when a proposal is shaped to meet as many needs as possible (win-win) rather than through compromise. Remember, to listen to each and every dissenter in the effort to get full agreement.</p>
	<p>8. Apply your final decision rule. After a strong attempt has been made to get full agreement, poll the group to find out if the support in the group is sufficient to pass the proposal. The threshold of support necessary depends on the group's choice of decision rule. The decision rule used by your group should be decided well in advance of any contentious proposal being brought before it for consensus-building. There are several options:</p> <ul style="list-style-type: none"> ○ Required Unanimity ○ One Dissenter (also called U-1, or Unanimity minus one) means that all participants support the decision <i>except</i> for one. The individual dissenter usually can't block the decision, but may be able to prolong debate (like the infamous filibuster). Due to their scepticism of the decision, the lone dissenter makes a very good evaluator of the outcome of the decision because they can view it with a critical eye and spot negative consequences before others would. ○ Two Dissenters (U-2 or Unanimity minus two) also can't block a decision, but they are more effective at prolonging debate and obtaining a third dissenter (in which case a decision usually <i>can</i> be blocked) if they agree on what is wrong with the proposal. ○ Three Dissenters (U-3 or Unanimity minus three), is recognized by most groups as enough to constitute non-consensus, but this can vary between decision-making bodies (especially if it is a small group). ○ Rough Consensus doesn't specifically define "how much is enough". The working group leader or even the group itself must decide when a consensus has been reached (although this can create additional disagreement when consensus cannot be reached about coming to a consensus). This places increased responsibility on the leader and can stir further debate if the <u>leader's</u> judgment is questioned. ○ Super-majority (can range from 55% to 90%) ○ Simple Majority ○ Referred to a committee or leader for final ruling.



9. Implement the decision.

Tips

- Keep in mind that the goal is to reach a decision the group can accept, not necessarily a decision that fulfils every member's wishes.
- Emphasize the role of the team in finding a solution to various issues together, not pitting stakeholders' interests against each other.
- Set aside some time for silence during the discussion. Participants will give more measured and well-reasoned opinions if they have time to think before they speak.
- For a decision that will require a lengthy amount of time and many people, establish roles for the discussion. Make sure these people are responsible members of the group. Also, ensure that participants understand that these individuals are considered responsible members of the group and the suggestions are to be taken respectfully and seriously. The role-playing individuals have equal votes among the decision-makers, their vote counts no more or no less than anyone else. Here are a few roles that might help:
 - Facilitators make sure that the decision making process adheres to both the rules of consensus building (as described above) and a reasonable schedule. There can be more than one facilitator, and a facilitator can "resign" from their responsibility if they feel they're becoming too personally involved with the decision.
 - Timekeepers keep their eye on the time. They let the facilitators and group know how much time is remaining and can help with steering the discussion back on track. A separate timekeeper is not always necessary, unless the facilitators are too busy moderating to keep checking the time.
 - Empathizers gauge the "emotional climate" of the discussion to make sure that it doesn't get out of hand. The goal is to anticipate emotional conflicts, prevent them or resolve them, and get rid of any kind of intimidation within the group.
 - Note takers document decisions, discussions, and action points of the group so that leaders or facilitators or any member of the group can recall previously stated concerns or statements and keep track of their progress. This role is especially important in a long, varied and drawn-out discussion, where it's hard to remember who said what.
- Make sure that everyone understands what is meant by "consensus" (see Steps above) since everyone will want to know when consensus is reached.
- Be patient with people as they learn about the consensus climate. It is often much different for people (especially individuals from Europe and North America) from democratic lifestyles.
- Some decision-makers may want to "stand aside". This usually means the individual does *not* support the proposal being discussed, but will allow the decision to pass if necessary. Sometimes, however, a person chooses to stand aside simply because they don't feel that they are knowledgeable enough about the subject to participate constructively.

Be Aware

- Watch out for belligerent decision makers who seek to make an argument personal or off-topic. Facilitators and empathizers (if you use the roles mentioned in Tips) should be tasked with maintaining the positive atmosphere of consensus decision-making.
- If your group requires unanimity, there is the potential for one person (or a small minority) to block decisions. This can leave a group stuck in a state of serious disagreement. Consider changing your group's decision rule to one that will allow the group to proceed with a decision even if not everyone agrees.

Adapted from Wikihow.com/Reach-a-Consensus,2015 (author unknown)

Example of a delegate system:

Abacus Holdings Ltd is a large organization employing approximately 3000 workers. The company is made up of several separate estates, each located quite far apart from the other. The company has decided that it is not possible to hold a general assembly meeting for all the workers

at one time as it is too complicated to organize so many workers in one place, so they have opted for a system of delegates.

The number of delegates was decided as 60, so that each delegate represents roughly 50 workers. This covers all the different sections of the farms, enabling everyone to be represented, including migrant and seasonal workers. Each section holds elections to choose their delegate. The delegates are then trained in their expected roles and responsibilities.

Delegates are expected to regularly update workers on Fairtrade Premium issues; they are also responsible for collecting ideas on how the Premium might be used, as well as informing the FPC about the needs of the workers, and representing them in the General Assembly meetings.

The Fairtrade Premium work plan is distributed in advance to enable the delegates to discuss it with workers before approving it in the General Assembly.

Elections for the FPC

All the workers in the company are eligible to be nominated to the FPC and to participate in the elections. The composition of the committee must reflect the composition of the workforce, in terms of gender, areas of work e.g. field, processing, community membership, union membership, and where applicable, temporary, migrant and subcontracted workers. If there is a very low percentage of any one group in the workforce, reasonable judgement for representation should be made. If seasonal and temporary workers cannot participate in regular meetings then it might be more practical to elect a permanent worker to represent the interests of seasonal and temporary workers.

Elections for the workers representatives must be carried out democratically in line with the terms of reference of the FPC (see above), and they must be properly documented. If assistance is required for this step to ensure that the process is done in a democratic and fair way, external support may be sought e.g. from Fairtrade field staff in the region, or even from the elected workers' representatives.

Management advisors must be appointed to the FPC and are fewer in number than the workers representatives. Although they are not voting members in the FPC, they still need to participate actively and responsibly, helping to guide and support the workers in the management of the Premium.

Active participation of management means:

- Attending meetings regularly
- Facilitating but not leading the process
- Guiding, assisting, and supporting the workers by sharing know how, experience and connections
- Not imposing their views
- Supporting workers on the Committee in such a way that they become increasingly competent to manage Premium and so that their reliance on management's support over time decreases.
- Blocking decisions on expenditures only if they would violate Fairtrade rules, are illegal, or have a demonstrable negative structural, financial or social impact on the company.

A bank account needs to be established where Premium can be received. Both worker members and management advisors of the FPC must be joint signatories of the account e.g. signatories could include the management advisor on the FPC, the Chairman of the FPC, and one other worker member of the FPC.

Premium monies from Premium payers must be paid directly into the FPC bank account, and if under exceptional circumstances it is received by the company it must be transferred within 30 days from the date received.

Once the bank account is established there needs to be a written legally binding document between the company and the legal body registered to manage the Fairtrade Premium that ensures that if the company is decertified from Fairtrade or dissolves in the future, then the balance of the Fairtrade Premium is made available to the FPC and either distributed amongst the workers within 3 months or used for the ongoing Premium projects.

Ongoing management of the Premium

FPC meetings must be held on a regular basis, during working hours, and minutes must be recorded. The frequency of these meetings will be determined by the amount and frequency of Premium earned. It is suggested that the FPC meet at least quarterly. Information on any Fairtrade sales must be checked against the Premium that has been received and should be recorded in the minutes of these meetings. The minutes will also inform the report to the GA.

All relevant books of the Fairtrade account must be available to both the FPC members (the company workers) and the certification body.

The FPC must also meet regularly, during working hours, with workers to discuss their needs and different project ideas, and the information discussed at these meetings needs to be recorded. It should be from these meetings that the Premium work plan is developed.

The Fairtrade Premium work plan must take into account the needs of all the different groups of workers in the company. The FPC needs to determine the best use of the Premium, and set a reasonable budget based on the expected Premium income. See more guidance in the [Explanatory Document for the Fairtrade Premium and Premium Committee](#).

A description of each project in the work plan should include:

- Purpose and objectives
- Target group(s) (e.g. men-women or all workers, migrant and temporary workers, family members; community);
- Activities
- Roles and responsibilities
- Project budget (total / annual);
- Project start and end date;
- How the project will be monitored
- Date of approval of project by GA.

If any major projects (as defined by the FPC and agreed in the GA), loans or investments are to be undertaken with Premium funds, then a risk assessment must be carried out for each of these projects respectively to minimize risk. The FPC should be trained so that they are able to carry out simple risk assessments, and should be able to understand more complicated ones. These trainings should be organized by the FPC or management and can be provided by Fairtrade International representatives. See risk assessment example in Annex 2 at the end of this document.

If more complicated risk assessments are required and this is beyond the capacity of the FPC then they can be undertaken by an independent third party. For example, a worker owned producing /processing unit may be considered a large investment and should be analysed for risk while a loan to the company would be considered high risk, and must be assessed externally.

A general assembly of workers must be held at least once a year.

Premium work plans and budgets must be approved by the GA of workers and a report on the previous Fairtrade Premium and projects (Fairtrade Premium Annual Report) must also be presented. Any discussions and suggestions for change should be recorded and duly adjusted.


It is strongly recommended that an internal audit committee is in-place with internal control mechanisms to verify Premium balances, reporting and uses. For large sums of Premium an external audit is also recommended.

The Fairtrade Premium annual report must include documented information on the following:

- Details on overall Fairtrade Premium income received, expenditures and balance,
- A description of each project that is planned, on-going or which has been concluded within the last reporting cycle (see above descriptions).
- Details of actions carried out and if not carried out an explanation
- Timing
- Costs
- Further actions



Welfare bus bought with premium funds, Volta River Estates Ltd, Ghana. Photographer James Robinson.

 **Fairtrade Premium funds can be used**

- To benefit workers, their families and their communities through community projects such as schools, drinking water wells, meeting halls, etc. Community generally refers the people that work for the same company and live in the same general area. This can extend to other areas where family members live and work as well, as long as all workers share this same sense of community.
- For individual disbursements of non-consumable goods such as solar lights, gas cookers, mattresses etc., as long as the goods are accessible to all workers equally. This provision intends to benefit workers who would not normally be able to afford such items and improve their livelihoods.
- Up to 20% of the money, per year, can be distributed equally amongst workers as a Fairtrade cash bonus. The percentage of cash distribution may be increased to up to 50% of total Premium under exceptional circumstances, such as where there is a majority of migrant workers in the work force that cannot benefit from Premium projects or in case of a natural disaster or other natural occurrence.



Fairtrade Premium funds must not be used for

- Fulfilling legal responsibilities of the company e.g. health and safety requirements, or any other obligations as prescribed under applicable legislation and collective bargaining agreements.
- Replacing already existing social and environmental expenditure of the company,
- Covering the running costs of the company,
- Covering the costs of compliance with Fairtrade standards,
- Any illegal activity that could jeopardize the business or certification of the company,
- Supplementing workers' remuneration

The Standard allows for the option that a limited amount (up to 20% or in exceptional cases up to 50%) of the Premium can be distributed in cash to all workers. Fairtrade recognizes that workers are fully capable and qualified to determine how their interests are best served by Premium; whether through individual expenditure of a cash portion or through communal projects benefiting all workers. Should workers want to consider cash payment, it is recommended that the FPC make the implications of using Premium for cash clear to workers by:

- calculating the amount workers would receive individually in case of a pay-out;
- suggesting that they compare the potential impact of that individual amount on their livelihoods with the impact of pooling those individual amounts and starting a new project or continuing existing projects.

Multi-estates

In the case of multi-estates Fairtrade Premium Committees must be created at each plantation affiliated to the multi-estate.

If a central FPC exists then a system for elected delegates to represent each affiliated plantation must be included in the terms of reference for the FPC.

By Year 1 the central structure must provide an overview of the total amount of Fairtrade Premium received, how it is distributed between the different Fairtrade Premium Committees and a combined plan showing all the individual Premium plans.

2.2 Capacity Building

Year 0

2.2.2	C	Workers understand purpose of Fairtrade Premium and role of the FPC.	<input type="checkbox"/>
2.2.3	C	Provide initial training for the workers' representatives on the FPC.	<input type="checkbox"/>

Year 1

2.2.1	C	Raise management and workers' awareness about Fairtrade and workers' rights.	<input type="checkbox"/>
2.2.8	C	Ensure access to primary educational for the children of all permanent resident workers.	<input type="checkbox"/>

Year 3

2.2.4	D	Elected workers' representatives trained on labour legislation and negotiation skills.	<input type="checkbox"/>
2.2.5	D	Provide opportunity for staff to develop skills and qualifications.	<input type="checkbox"/>
2.2.6	D	Give special attention to the empowerment of women.	<input type="checkbox"/>
2.2.7	D	Undertake activities to achieve equality in the workplace, addressing disadvantaged and minority groups.	<input type="checkbox"/>
2.2.9	D	Implement measures to improve the education of all workers' children.	<input type="checkbox"/>

Year 6

2.2.10	D	Provide support for crèche facilities for the children of workers.	<input type="checkbox"/>
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Training on Fairtrade and food security at Limounsaous in Morocco. Photo courtesy of Hakima Moustatia.

Why is this important?

Capacity building, in terms of training on Fairtrade, ensures that workers at all levels within the company are aware of the benefits of Fairtrade and of the commitment that is required by the whole company to engage in Fairtrade.

Capacity building at all levels, starting with Primary school children, is important to the Fairtrade system, allowing all workers and their families and communities to strengthen their individual skills, competencies and capability and to ultimately have the ability to invest in their own empowerment.

Finally, workers do not only need their rights to be protected from infringements; they also need to have the confidence and abilities to use their rights.

What should I do?

Provide education and training opportunities for workers and staff, from all groups in the company, to build their capacity and empower them, and to eliminate barriers for employment and promotions for disadvantaged or minority groups such as women, persons with disabilities, and members of visible minorities. Trainings can be provided by Fairtrade producer support or other relevant organizations, as appropriate, and all training activities should be adequately recorded including topics, date and time, duration and names of trainer and trainees.

In particular trainings should cover:

1. Initial training for each new worker's representative on the FPC, during working hours, so that they can carry out their required functions effectively. This training can be provided by Fairtrade producer support and should ideally take place before the company is certified to prepare the committee members to work with the Fairtrade Premium as soon as the company begins to receive it. Refresher trainings should also be arranged, to strengthen all FPC members' capacities to manage Premium funds and plan projects effectively. This can also be provided by Fairtrade producer support.
2. More elaborate training for the members of the FPC, by year three, on participatory project planning and financial management.
3. Specialised training, by year three, on labour legislation and negotiating skills provided for the elected workers' representatives either by the trade union or another relevant organization.
4. Awareness about Fairtrade to ensure all levels in the company understands the commitment e.g. senior management, supervisors, and general workers including migrant and seasonal/temporary workers.

In particular all levels should be made aware of the following:

- Workers' rights and duties (the local point of contact can be used to support this training, see page 29 for more details on the point of contact).
 - The purpose and benefits of the Fairtrade Premium
 - The different functions, duties and positions of the Fairtrade Premium Committee and elected worker representatives. (This should be explained before the workers are given the opportunity to nominate their worker representatives for election.)
5. Opportunities for workers and staff, whenever feasible, to develop their skills and qualifications in general, focusing on improving the position of all groups in the workforce. For example, partnering with the Premium Committee to provide leadership training or a driving school.
 6. Special attention to empower women through adequate training, capacity building, guidance, encouragement and assistance as necessary. Particularly in male dominated communities, women can benefit from a dedicated space to discuss their needs and challenges. Supporting the establishment and operation of a gender committee or women's group is strongly recommended. The trade union could also be asked to set these up as sub-committees with resources provided by the employer. It is best practice that a female member of the management team leads on awareness raising on women's issues in the work place
 7. Activities to achieve equity (fairness or justice in the way people are treated) in the workplace, which could include; education and professional training for disadvantaged or minority groups, in order to qualify them to take up more advanced positions, and policies and practices to ensure that that barriers are eliminated; leading to appropriate representation of all groups in the workforce at all levels.

In addition to trainings provided to the workforce, Fairtrade also requires the company to take on the responsibility to ensure that workers children have access to better education. To do this the company must:

- Ensure that the children of all permanent resident workers have access to primary school i.e. qualified teachers on site or transportation that enables children to reach schools provided by the government. The distance to school must not put children at risk of protection and safety.

- Implement measures to improve the education of all workers' children including those of non-permanent resident workers.
- Ensure that support is given for crèche facilities for workers' children either within the company premises or outside.



Bovlei Creche, South Africa. Photographer Malin Olofsson

3. Labour Conditions

3.1 Freedom from discrimination

Year 0

3.1.1	C	Do not discriminate, support or tolerate discrimination.	<input type="checkbox"/>
3.1.2	C	No testing during recruitment.	<input type="checkbox"/>
3.1.3	C	No corporal punishment or abuse, nor support or tolerance of it.	<input type="checkbox"/>
3.1.5	C	No sexual harassment.	<input type="checkbox"/>
3.1.6	C	Policy to prohibit sexual harassment established, implemented and communicated and put into action.	<input type="checkbox"/>
3.1.7	C	No discrimination for using grievance procedures.	<input type="checkbox"/>

Year 1

3.1.4	C	Policy on disciplinary measures established, communicated and put into action.	<input type="checkbox"/>
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Year 3

3.1.8	C	Sufficient records of all terminated contracts kept.	<input type="checkbox"/>
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Year 6

No requirements in Year 6			
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Why is this important?

Discrimination is defined under ILO Convention No. 111 (Discrimination (Employment and Occupation) Convention) as any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin (among other characteristics), "which has the effect of nullifying or impairing equality of opportunity and treatment in employment or occupation".

Discrimination in employment takes many forms, and occurs in all kinds of work settings. It means treating people differently because of certain characteristics, such as race, colour of their skin or gender, which results in and reinforces inequalities. If the freedom of human beings to develop their capabilities and to choose and pursue their professional and personal aspirations is restricted, regardless of their abilities, their skills and competencies cannot be developed to their full potential. Beyond leading to frustration in the work force, this compromises their rights and eventually means a loss in productivity for the employer.

What should I do?

Ensure that employees are not offered positions, promoted, dismissed or provided with extra benefits on the basis of race, colour, sex, sexual orientation, disability, marital status, HIV/AIDS, status, age, religion, political opinion, union or workers' representative bodies, national extraction or social origin, or any other condition in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement, general treatment in the workplace or other activities.

It should be clear that testing is not carried out to determine if someone is pregnant, their HIV/AIDS status or for genetic disorders. Judgement should only be made on the basis of their ability to carry out the required work.

Discrimination against people living with **HIV/AIDS** is a growing concern, especially among women. This can take many forms, including pre-employment testing leading to a refusal to hire, testing of long-term foreign visitors before entering a country, and in some countries, mandatory tests for migrant workers.

Other forms of discrimination include dismissal without medical evidence, notice or a hearing, demotion, or denial of deserving promotions, denial of health insurance benefits, salary reductions and harassment. This also includes granting or denying jobs or promotions in exchange for or denial of non-consensual sexual favours or any other favour.

Anyone managing and supervising workers is forbidden to use, support or accept inappropriate punishment in the form of physical aggression or threatening or insulting behaviour in gestures or language. The work environment must be free of any form of sexual abuse, manipulation or psychological harassment.

Policies to address discrimination, fair and appropriate disciplinary measures and sexual harassment should be developed appropriate to the company and should be well communicated so that they are understood and put into practice. Fundamentally, Fairtrade promotes social commitment extending beyond mere compliance. This means that in certified hired labour organisations set in societies with cultural barriers to equal treatment of certain categories of workers, management is encouraged to take pro-active steps improve the culture in the workplace.

Links / references

ILO Convention 111 concerning Discrimination in respect of employment and occupation:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:1813821563333225::NO:12100:P12100_ILO_CODE:C111:NO

ILO helpdesk: Eliminating discrimination in the workplace:
http://www.ilo.org/wcmsp5/groups/public/---ed_emp/---emp_ent/---multi/documents/publication/wcms_116342.pdf

C110 (Plantations Convention); and to ensure the fair treatment of migrant workers:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C110

The ILO Conventions C97 (Migration for Employment Convention):
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C097

C143 (Migrant Workers (Supplementary Provisions) Convention):
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C143

3.2 Freedom of Labour

Year 0

3.2.1	C	No forced, bonded or involuntary prison labour.	<input type="checkbox"/>
3.2.2	C	No conditional working for spouses.	<input type="checkbox"/>

Year 1

No requirements in Year 1

Year 3

No requirements in Year 3

Year 6

No requirements in Year 6

Why is this important?

Forced labour is the opposite of decent work. The least protected persons, including women and youth, indigenous peoples, and migrant workers, are particularly vulnerable.

In the Forced Labour Convention, 1930 (No. 29), the ILO defines forced labour as “all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily” (Article 2(1)).

Forced labour means a person is forced to carry out certain work by threatening him/her with punishment or the loss of rights or privileges. Its most extreme form involves trafficking, abduction, physical emotional or sexual violence or restraint, or even death threats addressed to the victim or relatives. Other forms include threats to denounce victims to the police or immigration authorities when their employment status is illegal. Employers sometimes also require workers to hand over their identity papers, and may use the threat of confiscation of these documents in order to exact forced labour. It is also considered forced labour if an unreasonable notice period is demanded.

Bonded labour, also called debt bondage, occurs when a person is forced to pay off a loan with direct labour instead of actual payment and when the employer grants loans under unreasonable conditions such as very high interest rates.

Many victims enter forced labour situations under false promises through fraud and deception, only to discover later that they are not free to withdraw their labour, owing to legal, physical or psychological coercion. Initial consent may be considered irrelevant when deception or fraud has been used to obtain it.

What should I do?

Ensure that there is no forced labour of any form, including bonded and involuntary prison labour. People must be free to leave their employment at any time after a normal notice period. A worker's spouse cannot be forced to work by her husband's employer. They have the choice to work elsewhere if they wish, even if the employer provides housing for the whole family. If any worker is illiterate it is a good idea to explain the contract to them orally as well and ensure that they understand the terms of employment.

Principles for business leaders to combat forced labour

- Have a clear and transparent policy, setting out the measures taken to prevent forced labour.
- Treat migrant workers fairly. Monitor the agencies carefully that provide contract labour, especially across borders, blacklisting those known to have used abusive practices and forced labour;
- Ensure that all workers have written contracts, in language that they can easily understand, specifying their rights with regard to payment of wages, overtime, retention of identity documents, and other issues related to preventing forced labour;
- Train internal auditors, human resource and compliance officers so that they can identify forced labour in practice and seek appropriate remedies;
- Promote agreements and codes of conduct by industrial sector (e.g. agriculture), identifying the areas where there is risk of forced labour, and take appropriate remedial measures

Adapted from: ILO, Special Action Programme to Combat Forced Labour, February 2007.

Links / references

ILO Convention 29 on Forced Labour:

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:3868738281794891::NO:12100:P12100_ILO_CODE:C029:NO

ILO Convention 105 on Abolition of Forced Labour:

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:2305803869564939::NO:12100:P12100_ILO_CODE:C105:NO

ILO Study “Cost of Coercion”:

http://www.ilo.org/wcmsp5/groups/public/---ed_norm/--declaration/documents/publication/wcms_106268.pdf

3.3 Child Labour and Child Protection

Year 0

3.3.1	C	Don't employ children under 15.	<input type="checkbox"/>
3.3.2	C	Do not submit children under 18 to any work that puts their health, safety, morals or school attendance at risk.	<input type="checkbox"/>
3.3.3	C	Establish and implement a Child Labour Policy.	<input type="checkbox"/>
3.3.4	C	If in the past children under 15 have been employed or under 18 have been engaged in dangerous/exploitative work ensure these children do not enter into worse forms of labour.	<input type="checkbox"/>

Year 1

No requirements in Year 1			
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Year 3

3.3.5	C	If there is a risk of child labour, procedures are put into action to address it.	<input type="checkbox"/>
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Year 6

No requirements in Year 6			
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Why is this important?

Over 132 million girls and boys aged 5-14 years old work on farms and plantations worldwide. Girls are particularly disadvantaged as they often undertake household tasks either before or after working in the fields. Long hours of work in the fields or at home prevent children from getting the knowledge and skills through education and training that could help lift them out of poverty.

Fairtrade wants to prevent labour that is damaging to children. One of the most effective ways of preventing children from starting to work too young is to set a minimum age. Fairtrade International follows the ILO convention 138 on Minimum Age. Child labour continues to be an immense problem worldwide and as a priority it is particularly important to eliminate the worst forms of child labour. Fairtrade International follows ILO convention 182 on the worst forms of child labour.

It is important to acknowledge that not all work that children do in agriculture is bad for them. Tasks appropriate to a child's age, and that do not interfere with a child's schooling and leisure time, can be a normal part of growing up in a rural environment.

What is meant by the worst forms of child labour?

Worst forms are practices such as child slavery, forced labour, debt bondage, trafficking, serfdom, prostitution, pornography, and forms of work that are hazardous to a child's health, safety and morals. The ILO has suggested definitions for each of these categories, leaving national authorities to generate their own list of what constitutes hazardous work or children.

What is child protection?

Child Protection is the term used to describe the responsibilities and activities undertaken to prevent or to stop children from being abused or ill-treated. Child abuse and neglect is defined as all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation resulting in actual or potential harm to the child's health, survival, development or dignity.

Fairtrade is committed to actively protecting children from abuse and exploitation involved in the worst forms of child labour.

The UN Convention of the Rights of the Child defines the following guiding principles:

Definition of the child (Article 1): *The Convention defines a 'child' as a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger. The Committee on the Rights of the Child, the monitoring body for the Convention, has encouraged States to review the age of majority if it is set below 18 and to increase the level of protection for all children under 18.*

Best interests of the child (Article 3): *The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers.*

Protection from all forms of violence (Article 19): *Children have the right to be protected from being hurt and mistreated, physically or mentally (children are properly cared for and protected from violence, abuse and neglect by their parents, or anyone else who looks after them).*

What is meant by dangerous or exploitative work for children?

This is work that is likely to harm the health, safety or morals of children. Certain industries or types of work carry particular risks, but any form of child labour may contain dangers that can harm a child, depending on the working conditions. Children may be directly exposed to obvious work hazards such as sharp tools or poisonous chemicals. Other hazards for child labourers may be less apparent, such as the risk of abuse or problems resulting from excessive hours of work. The more hazardous the work is the more extreme are the consequences. No employee under 18 years of age may carry out potentially dangerous work or work during the night.

It is up to the competent authorities, in consultation with workers' and employers' organizations, to determine what is hazardous in their national context. Many countries have now established lists of hazardous work for children, but many need to update their lists, and others have yet to establish lists.

What is defined as high risk area / product for child labour?

The US Department of Labour publishes a list, the so called Child labour and forced labour watch list: <http://www.dol.gov/ILAB/regs/eo13126/main.htm>

List 2011: <http://www.dol.gov/ilab/programs/ocft/PDF/2011TVPRA.pdf>

You should be informed about national laws applying to your particular case.

What should I do?

Ensuring that Child Labour does not happen in your organization

Put procedures in place so that children under the age of 15 are not contracted or employed. This also applies to children who are employed indirectly by the company to help their parents in company fields. All efforts must be made to identify the age of the child following child rights guidelines. Children above the age of 15, in these circumstances should only work after school or during holidays and be supervised by a parent so they are appropriately guided in their tasks.

Additionally, if children are not guided by a parent or their legal guardian, it is too difficult for the certification body to check their identities and thus assess if it is a case of child labour or not.

Any work carried out by children employed between the age of 16 and 18 must not hinder their attendance in school (e.g. because of tiredness or illness), their personal development, morals or their health and it must be within reasonable limits of working hours. Work may not hinder their overall development in any regard.

Ensure that a policy on child labour, including a clear statement against child labour and a clear commitment to adopting a child rights' approach to protecting and remediating impacted children, is developed for the company, and that all workers are properly trained on this and understand what it means.

What if there used to be child labour in the company?

If there has been child labour in the past in your organization, (if children under the age of 15 have been employed previously or those under the age of 18 have been subjected to dangerous or exploitative work) this should be addressed openly through the development of a rights based remediation policy and program within a UN convention on the Rights of the Child (CRC) Protective Framework that covers how to withdraw the children and how to prevent that they enter into worse forms of labour. The program should include remediation projects to ensure the immediate and continued protection of children. These projects can include expert partner organizations, preferably local.

If the worse forms of child labour have been detected, demonstrate that the increased well-being of children and young people in Fairtrade communities is a priority for the company.

If you choose to partner with Fairtrade and/or its child rights partner in safe withdrawal regarding the unconditional worst forms of child labour you will need a signed Child Protection Policy and Procedure that demonstrates a commitment to adopting a child rights' approach to protecting impacted children. You and your relevant staff will need to be trained on child protection and child rights methodologies and the Fairtrade Officer or another representative from senior management should be responsible for the development, ratification, implementation, and evaluation of this Child Protection Policy and Policy and Program and related actions.

What if there is still a risk of child labour?

If there is a risk of child labour within the company put relevant procedures into action. These procedures should include community based monitoring and remediation i.e. keeping records of all workers with their ages, gender, copies of ID papers, migratory status and other relevant data.

Implement a youth inclusive community based monitoring and remediation on child labour on an on-going basis. This would include:

- Identifying children in or at risk of being employed in child labour;
- Reporting on the status of the identified children on a regular basis;
- Measuring the progress made in safely withdrawing and preventing children from being engaged in child labour;
- Avoiding children withdrawn from labour situations are substituted by other children.

For suggestions on how to establish youth inclusive community based monitoring and remediation on child labour, please request information from Fairtrade International.

Links / references

ILO Convention C138 on minimum age:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:5853958683686570::NO:12100:P12100_ILO_CODE:C138:NO

ILO Convention C182 on the Worst Forms of Child Labour:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:4006753556604218::NO:12100:P12100_ILO_CODE:C182:NO

Questions and answers on Children in hazardous work:
http://www.ilo.org/ipec/Informationresources/WCMS_155246/lang--en/index.htm

3.4 Freedom of Association and Collective Bargaining

Year 0

3.4.1	C	No punishment, harassment or discrimination for Union members or representatives.	<input type="checkbox"/>
3.4.2	C	Ensure the following: <ul style="list-style-type: none"> • Workers' rights to join unions are respected • Workers' rights to bargain collectively are respected • No anti-union discrimination or interference takes place • Trade unions are not denied access rights 	<input type="checkbox"/>

		<ul style="list-style-type: none"> Bargain in good faith with workers Inform the workforce about the local point of contact and communicate contact information. 	
3.4.3	C	Accept the conditions in 3.4.2 by signing the Fairtrade International Freedom of Association (FoA) protocol.	<input type="checkbox"/>
3.4.4	C	Communicate the 'Workers' Right to Unionize Guarantee' (included in the FoA protocol) in such a way that all workers are aware.	<input type="checkbox"/>
3.4.5	C	Allow trade union representatives to meet the workers.	<input type="checkbox"/>
3.4.6	C	There is a form of democratically elected and independent workers representation.	<input type="checkbox"/>
3.4.7	C	Do not interfere with freedom of association by controlling or obstructing trade unions or workers representation.	<input type="checkbox"/>
3.4.8	C	Workers' representatives can meet amongst themselves, with all workers and with senior management during working hours.	<input type="checkbox"/>
3.4.9	C	Results of meetings held with senior management are signed and documented.	<input type="checkbox"/>

Year 1

3.4.10	C	Sign and adhere to the sector collective bargaining agreement (CBA).	<input type="checkbox"/>
3.4.11	C	If no CBA in place, proactively engage in process to enter into one.	<input type="checkbox"/>

Year 3

No requirements in Year 3			
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Year 6

No requirements in Year 6			
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Why is this important?

The right to organize and form workers' organizations is the prerequisite for sound collective bargaining and social dialogue.

Fairtrade International promotes the rights of freedom of association and collective bargaining and considers independent and democratic trade unions the best means for achieving this.

In addition to being a right, freedom of association enables workers and employers to join together to protect better not only their own economic interests but also their civil freedoms such as the right to life, to security, to integrity, and to personal and collective freedom. As an integral part of democracy, this principle is crucial in order to realize all other fundamental principles and rights at work.

Social dialogue is a permanent process for addressing working conditions and terms of employment and relations between employers and workers, or their respective organizations. It can help in anticipating potential problems and can advance peaceful mechanisms for dealing with them; and finding solutions that take into account the priorities and needs of both employers and workers.

Collective bargaining is the process in which workers, through their unions, negotiate contracts with their employers to determine their terms of employment, including pay, benefits, hours, leave,

job health and safety policies. Collective bargaining is often subject to rules under national labour law to ensure a fair process. Normally, at the beginning of the bargaining process parties exchange proposals regarding the topics that they want to see included in the agreement, which they then discuss in subsequent meetings. Certified hired labour organisations are required to proactively engage in collective bargaining, especially when such processes have not been established in their region or sector. Good faith bargaining means that employers make every reasonable effort to enter into an agreement, by not threatening with business closure to pressure the workers into accepting the employer's proposal, delaying to meet with the union, withholding financial information that the union needs to determine its position or raising new issues after exchanging bargaining proposals to draw out the process. Collective bargaining is an essential component of social dialogue and paramount to empowerment of workers.

What should I do?

Actively accept the right of workers, and their unions, to organise and to bargain by removing any barriers, cultural or structural, that would prevent them from exercising those rights. Do not tolerate negative behaviour or statements towards workers organisations made by anyone in a supervisory role. Ensure that it is clear that there will be no discrimination, threatening or intimidating behaviour shown to union members e.g. through termination, transfers, relocations, downgrading, demotions, changing conditions of work etc. Incentives must not be offered to employees to desist from joining a union or partaking in union activities.

The [Freedom of Association protocol](#) provided by Fairtrade International as an annex to the Hired Labour Standard must be signed at certification.

By signing the Fairtrade International Freedom of Association Protocol companies agree to:

- Respect the right of all workers to form or join trade unions.
- Respect the right of workers to bargain collectively in practice.
- Do not engage in any acts of anti-union discrimination or in any acts of interference.
- Do not deny access rights for trade unions,
- Accept as a duty to bargain in good faith with unions,
- Inform the workforce about the local point of contact and their relevant contact information, in the workplace, for all workers to see and understand.

The rights of workers promoted in the Freedom of Association protocol must not be denied in practise and must not have been opposed in the last two years. If there has been any opposition to Freedom of Association within the last two years prior to application, the company must be able to demonstrate that there has since been significant change, e.g. a change of the management that were previously responsible for the violations, or full remediation of prior violations.

If the ownership of the company changes the Freedom of Association protocol must be signed by the new owners/management within a period of three months.

The Freedom of Association protocol includes a mandatory Right to Unionise Guarantee which is an internal communication to workers expressing the company's guarantee to workers that they have the right to join a union and bargain collectively, and that the company will not discriminate against workers choosing to exercise these rights. The workers' right to unionise guarantee must be:

- Translated into the appropriate language,
- Explained in full to workers

- Displayed in the workplace in such a way that all workers can easily read and understand.

What is the local point of contact?

Local points of contact are local workers' rights experts who are able to support workers to know and understand their rights, and can also support them to establish and operate trade unions. This is particularly relevant for workers not represented by a trade union. Local points of contact are designated by Fairtrade International and agreed by the regional Producer Network. These contact points will be made available through Fairtrade's producer support staff or the Fairtrade International head office. The hired labour organisation should inform the workers about their local point of contact and its contact information (phone number, visiting and e-mail address), by displaying notices for all workers easily to read and understand, only where there is no union representation at the workplace,

Workers' representation

Ensure that there is some form of democratically elected and independent workers' representation.

Management should provide an environment conducive for workers to take the initiative to organize themselves independently. Management cannot directly or indirectly conduct or be involved in elections related to forming or governing any kind of workers' organization, but they can show their respect and acknowledgement of the workers' representation through regular dialogue and communication.

If support is needed for the workers to be able to organize themselves into a trade union or other type of workers' organization and undertake an election process, then the local point of contact can provide this.

If workers choose to join an established trade union, the company is expected to provide the necessary support for the workers to attend capacity building activities provided by the union. Trade union representatives must be allowed access to the workplace at an agreed time and place, and without the interference or surveillance of management, to enable them to communicate about unionisation and to carry out their representative functions.

Interference in the freedom of association, by management, is not allowed e.g. influencing through financial or other means, favours, threats to influence workers, or by supporting one organization over another e.g. by negotiating with one while excluding another.

It is important that elected workers' representatives are able to meet during working hours, and that meetings are scheduled and documented. Workers should be granted reasonable time off to attend union activities. Management may set rules to ensure that operational needs can be met. These representatives should meet:

- amongst themselves at least once a month for an hour;
- with all workers, on average every three months;
- with senior management at least every three months.

The results of the meetings with senior management need to be signed and made available to workers after the meetings by posting them visibly and in the main language spoken in the workplace, on work place notice boards.

Facilities and resources should be available, at the request of the workers' representatives, to effectively carry out their functions e.g. meeting spaces, access to independent communication facilities, and a lockable place to store files. The time needed for representatives to carry out their duties and to attend meetings also needs to be agreed on with management e.g. a planned annual schedule of meetings with times and dates indicated.

Collective bargaining

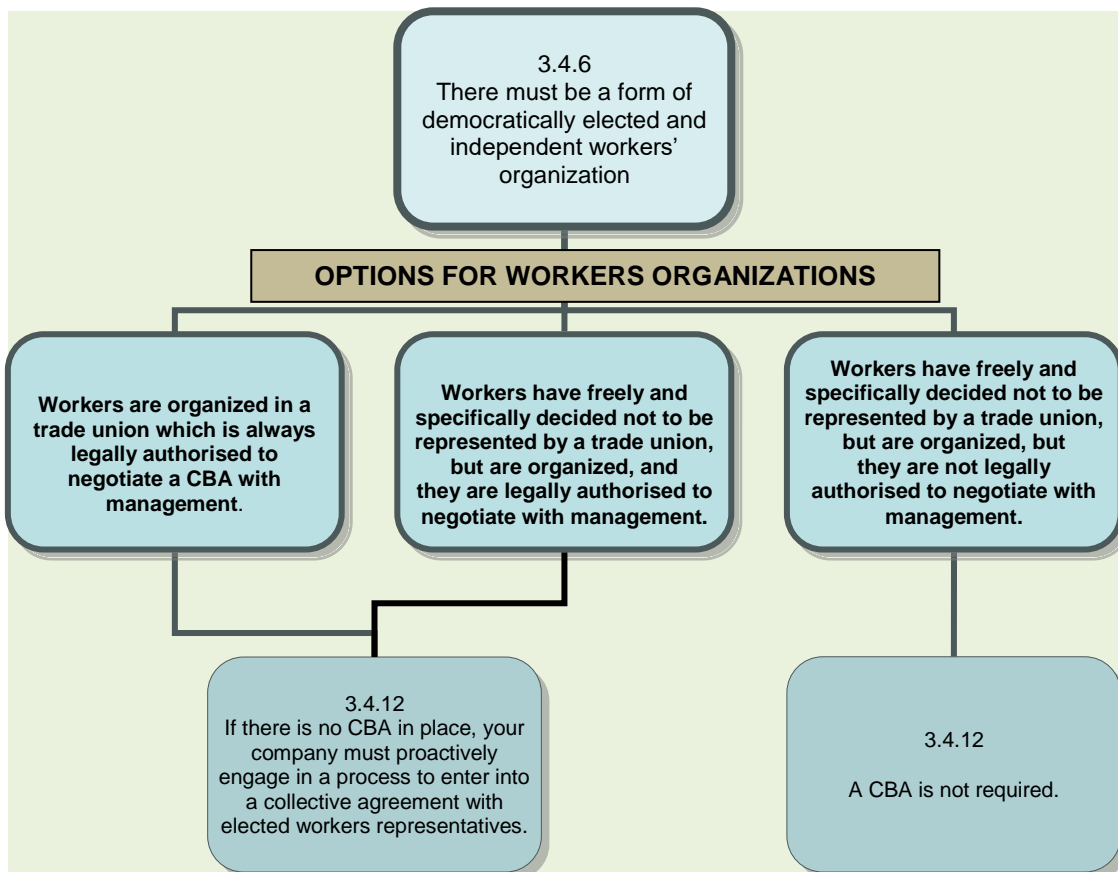
If there is a Collective Bargaining Agreement (CBA) for the sector, in which you do business, then the company must sign and adhere to it. If you decide to collectively bargain at the company level then you must ensure that that the terms and conditions of this separate agreement are not less than that of the sector agreement.

If there is no CBA in place for the sector then the company must proactively engage in a process with the elected workers' representatives to enter into a collective agreement. Negotiations towards this collective agreement can either take place through:

- A recognised trade union, or
- With elected workers in the absence of a trade union, but only where they are authorised, by law, to bargain.

If no union is present, management and the elected workers' representatives can begin a dialogue with the national union federation(s) for the respective sector and the Global Union Federation (or appropriate International Trade secretariat) about improvement of the workers' representation and implementing a CBA. For this purpose, Fairtrade International can connect hired labour organisations with regional representatives of Global Union Federations, such as the International Union of Food Workers or the International Trades Union Congress.

Options for workers to organize



For effective bargaining to take place:

- It should be done in good faith in the absence of unfair labour practices.
- Reasonable times and venues for bargaining should be provided,
- Serious consideration and responses, with reasons, should be given to proposals,
- Every reasonable attempt should be made to reach an agreement.

A negotiated agreement should cover at least:

- Salary levels (usually done through a benchmarking system, taking into account salaries from comparable businesses)
- Employment manual
- Work time
- Vacation regulations
- Overtime

Where workers have decided not to form or join a union, and are not authorised to bargain collectively, the collective bargaining requirement is waived. The certifier will determine that this decision was made freely by the workers and without any kind of intimidation or coercion.

Links / references

[ILO Conventions C87](#) (Freedom of Association and Protection of the Right to Organize Convention),

[C98](#) (Right to Organize and Collective Bargaining Convention),

C135 (Workers’ Representatives Convention),

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C135

C141 (Rural Workers’ Organisations Conventions),

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C141

[ILO Recommendation R143](#) (Workers’ Representatives Recommendation).

3.5 Conditions of Employment

Year 0

3.5.1	C	Wages and conditions of employment are set according to CBA or regional average	<input type="checkbox"/>
3.5.2	C	No deductions from salaries except for national law, CBA or written consent of employee.	<input type="checkbox"/>
3.5.3	C	Piecework is paid above minimum wage or regional average.	<input type="checkbox"/>
3.5.5	C	Salary payment are regular, documented and in legal tender.	<input type="checkbox"/>
3.5.6	C	Permanent workers have legal, written contracts of employment.	<input type="checkbox"/>
3.5.8	C	Workers are aware of and understand their rights, responsibilities, salaries and work schedules and have a signed copy of their contract.	<input type="checkbox"/>
3.5.9	C	Working hours and overtime are legal and do not exceed 48 hours per week.	<input type="checkbox"/>
3.5.10	C	One rest day given for every 6 consecutive worked.	<input type="checkbox"/>
3.5.11	C	Overtime is voluntary, and does not exceed 12 hours per week or continue for more than 3 consecutive months.	<input type="checkbox"/>
3.5.12	C	Overtime is compensated at a premium rate.	<input type="checkbox"/>
3.5.13	C	At least 2 weeks of paid leave is given.	<input type="checkbox"/>
3.5.14	C	Lunch and work breaks are granted and respected.	<input type="checkbox"/>
3.5.15	C	Sick leave regulations are in place.	<input type="checkbox"/>

3.5.16	C	At least 8 weeks of paid maternity leave are granted. No termination on maternity related grounds.	<input type="checkbox"/>
3.5.18	C	Nursing mothers are given breaks during working time to breastfeed until the child is at least 9 months.	<input type="checkbox"/>
3.5.19	C	Legal social security for all workers is provided.	<input type="checkbox"/>
3.5.22	C	Regular work is done by permanent workers	<input type="checkbox"/>
3.5.26	C	Pay travel and visa costs and any agency fees for workers actively recruited from other regions.	<input type="checkbox"/>
3.5.27	C	Grievance procedures are in place and communicated.	<input type="checkbox"/>

Year 1

3.5.4	C	Wages and benefits are increased to reach Fairtrade International living wage benchmarks. Wage increments and timelines are negotiated with worker representatives.	<input type="checkbox"/>
3.5.7	C	Temporary workers employed for three months or more have legal, written contracts of employment.	<input type="checkbox"/>
3.5.21	C	All workers, permanent/temporary, local and migrant receive equal benefits and conditions for equal work.	<input type="checkbox"/>
3.5.23	C	All standard contracting of seasonal/temporary workers is undertaken directly.	<input type="checkbox"/>
3.5.24	C	Workers are only subcontracted for non-regular work or in special circumstances. Contractors must comply with national laws and Fairtrade requirements through written contracts.	<input type="checkbox"/>
3.5.25	C	There are detailed records of subcontracted workers from the contractor.	<input type="checkbox"/>

Year 3

3.5.17	D	Increase paid maternity leave until it reaches 12 weeks.	<input type="checkbox"/>
3.5.20	D	Work towards all permanent workers having a provident or pension scheme.	<input type="checkbox"/>
3.5.28	C	Housing provided for workers ensures safety, decency, privacy, security and hygiene.	<input type="checkbox"/>

Year 6

No requirements in Year 6			
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Why is this important?

Good practices on payment of workers, working time, work organization, maternity protection, sick leave, social security, workers' housing and arrangements to adapt working life to the

demands of life outside work are core elements of the employment relationship and of the protection of workers' rights.

What should I do?

Ensure that wages and conditions of employment are set according to the CBA, if it exists, or the regional average (whichever is better). Note that the calculation of remuneration can also include in-kind benefits. Rules apply for attributing a monetary value to those benefits for the purpose of complying with the Hired Labour Standard and in particular for determining whether the worker receives a Living Wage. For example: the value of all in-kind benefits cannot not exceed 30% of the remuneration package; the benefit should be regularly provided to the worker; the in-kind benefit – for example housing or transportation – should be of decent quality; the value cannot exceed the cost to the employer; the value cannot exceed the cost of the substitute chosen by the worker, provided it is of decent quality. Importantly, the value of individual benefits arising from Premium use cannot be counted towards remuneration received.

Make sure that you have specified all wages and terms of employment for all different employee functions and for piecework.

Ensure that deductions from salaries are only those in line with the national laws, in the CBA, or if something else, then the employee has given their written consent e.g. a deduction for a Premium loan repayment. Punishments (disciplinary action) cannot be in the form of deduction of wages.

Ensure that payments made for piecework, quotas etc. must be paid equivalent to the average hourly wage worked for a normal workload in normal working hours, and that it is transparent and available for workers and workers' organizations. If wages are below the Fairtrade living wage benchmarks, make sure that the company negotiate with the elected workers' representatives and increase real wages on an annual basis until the living wage is reached. Once the living wage is reached then wage increases should continue to keep up with inflation.

Living wage benchmarks will be provided to producers through Fairtrade producer support staff or through the Fairtrade International office. Benchmarks are provided for every region where Fairtrade has companies certified under the Hired Labour Standard. If living wage benchmarks are not available, a proxy benchmark such as national poverty lines will be used.

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

Remuneration: consists of wages, other monetary benefits and in-kind benefits.

Real wage: wages that have been adjusted for inflation.

Make sure that salary payments are paid:

- Regularly, as per a schedule
- In legal currency and
- Documented through payslips.

Contracts

All legal contracts are written and signed for all permanent workers and for temporary workers who are employed for three months or more. Workers must be provided with signed copies of their contracts in a language they understand and must be made aware and understand, their rights, responsibilities, salaries and work schedules.

Contracts should include, at least:

- Job description
- Working hours

- Pay rate
- Overtime regulation
- Social benefits
- Entitlements and deductions
- Annual paid leave
- Protection of the worker from loss of pay in the case of illness, disability or accident
- Notice period of termination; equal for the employee and employer

Overtime and rest days

Ensure that all national and local legislation concerning working hours are complied with, and are used in preference if they exceed these requirements.

In particular this Standard require that:

- Normal working hours must not exceed 48 hours per week on a regular basis
- Workers must have at least one day of rest for every 6 consecutive days worked
- Overtime must be voluntary, not used on a regular basis, and must not exceed 12 hours per week
- Normal overtime must be compensated at a premium factor of 1.5, and for work done on the regional day of rest, night work or public holidays it must be compensated at a factor of 2.

Exceptions

Exceptions for excessive overtime or rest days, under exceptional circumstances, can be applied for to the certification body, FLOCERT.

An exception is valid for a maximum of 12 weeks per calendar year. It will not allow workers to work more than 14 hours per day or more than 72 hours per week or more than 18 continuous working days without rest.

Leave and breaks

Ensure that you grant and respect lunch and work breaks.

Annual leave

Ensure that workers are granted at least 2 calendar weeks of paid leave per year, not including sick or casual leave.

Sick leave

Write regulations for sick leave; for regular sick leave and for sick leave that is caused due to employment injury e.g. falling off a ladder at work and breaking a leg. You cannot dismiss workers during temporary sick leave, and they must still receive some kind of income. You cannot deduct their sick leave from their annual leave.

Maternity leave and breastfeeding

Make sure that at least 8 weeks of maternity leave are granted, and this should be paid at not less than 2/3 regular pay, or in accordance with national law if this is higher. Again this cannot be deducted from annual leave and the employee cannot be terminated on the grounds of her pregnancy or maternity leave.

If your company policy on maternity leave is less than 12 weeks then you must increase it by one week per year until it reaches 12 weeks.

Make certain that breastfeeding breaks are given for up to 9 months after birth, either during paid working time when feasible, or by deducting hours from the normal working day. For example a breastfeeding mother might go for a two hour lunch break, or she might go home one hour earlier depending on how far she lives and her situation at home.

Provide legal social security for all workers, and work towards all permanent workers have a provident fund or pension scheme. If national legislation already exceeds this requirement then you must follow it.

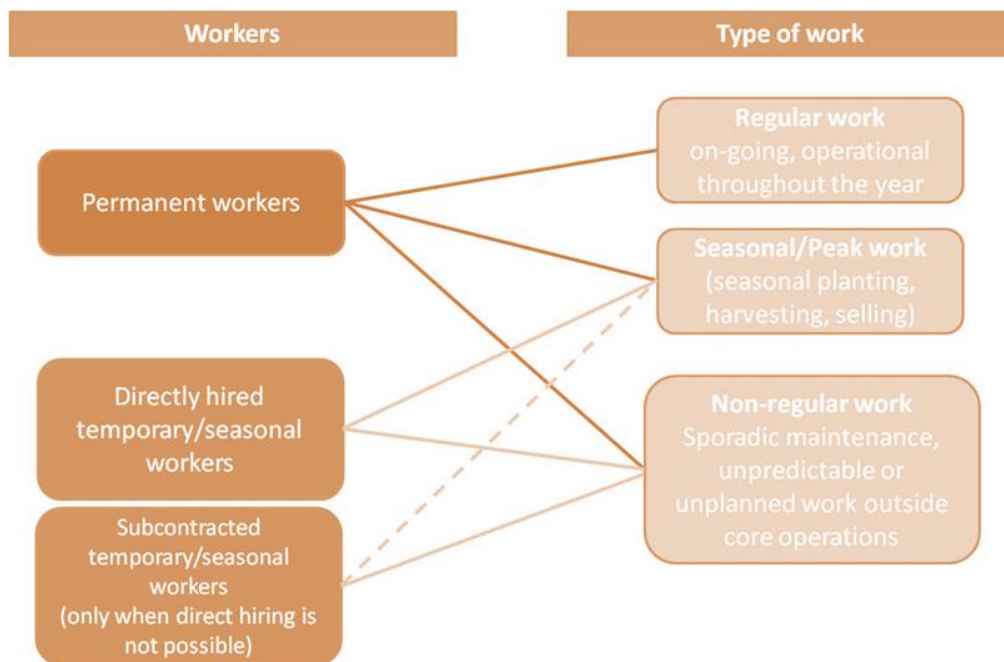
If migrant and seasonal/temporary workers cannot participate in these pension or social security schemes then you must ensure that they receive the equivalent payments or an alternative through some other means.

Requirements for different types of work and employment

Different types of work and employment categories exist within the different hired labour organizations, which can include regular and non-regular work, work carried out by permanent workers, seasonal/temporary and by local and migrant workers.

Requirements have been put in place to ensure that decent working conditions are ensured for all.

Diagram to show classification of workers and types of work



Make sure that all workers have equivalent benefits and employment conditions for equal work performed.

Workers must be employed permanently for all regular work and seasonal or temporary workers can be employed directly for any seasonal or peak period e.g. seasonal planting, harvesting or selling.

If you are unable to employ workers directly then you can use a contractor to subcontract workers for any non-regular work. However you must ensure that the following rules for subcontracting are followed:

- Develop appropriate selection criteria for choosing a contractor
- Ensure you have seen and approved the contractor's credentials
- Ensure that the contractor commits themselves through a signed contract to provide services in compliance with national legislation and with specific requirements in the Fairtrade Standard (Labour conditions: wages, contracts and working hours, Freedom of Association, forced and bonded labour, child labour, discrimination and health and safety).
- Ensure that the contractor agrees to be audited by the certification body if appropriate.
- Ensure that the contractor provides you with records of the numbers of subcontracted workers, their hours of work and payments.
- Ensure that if a contractor is used to employ migrant seasonal workers, effective measures are in place to ensure that they comply with the Fairtrade standards for hiring and working conditions.

If you actively recruit workers from other regions or countries then you must pay:

- Recruitment or agency fees
- Visa fees.
- Travel costs to and from the worker's home country or region, if the work period is less than one year.

Grievances

In the OECD Guidelines and the United Nations Guiding Principles for Business and Human Rights grievance mechanisms are considered essential to mitigating negative impacts on human rights as a result of doing business.

Many hired labour organisations already have a grievance mechanism in place, especially when prescribed in a collective agreement. However some organisations have not given sufficient attention to the quality of process to ensure access, timeliness, transparency, accountability, appeal and protection of the human rights of the complainant. Clearly, the availability of a suggestion box or an open-door policy cannot pass as a credible complaint mechanism. Workers tend to consider procedural fairness as important as a favourable decision on their grievance. An adequate grievance mechanism will allow for workplace issues to be resolved effectively, so that they do not simmer and grow into full-fledged industrial disputes.

Make sure that you have a proper system in place for workers to air their grievances. All workers should be aware of the grievance procedures, and should understand that they have a right to be heard, and the right of appeal to an independent party.

Workers' representatives but also management and supervisors should, ideally, be trained on the procedures and play an active role in putting them in place

In particular the grievance procedures must:

- Allow workers to complain either directly or anonymously
- Allow for third parties to complain directly or anonymously
- Ensure that an effective and timely output is reached
- Protect workers who file the complaint
- Ensure that the complainant gets a full report on action or procedures taken on the complaint, and that there is an appeals process in place.
- Include procedures for cases of sexual harassment, which for women is linked to a senior female manager who is acceptable by the woman workers and for other cases is linked to an equivalent manager.

Housing

Fairtrade understands that housing workers on-site is costly. However, if housing does not meet standards of decency not only basic human rights of workers and their families are affected, but hired labour organisations also expose themselves and Fairtrade to considerable reputational risks.

If housing is provided then you must ensure that:

- It is structurally safe, e.g. the structure will not collapse without due warning and will withstand typical weather of the region
- Is decent, private, secure and hygienic
- Is maintained and improved regularly
- Sanitary facilities (toilets and bathrooms) are provided in reasonable numbers (at least 1 toilet/bathroom: 25 people) with clean water and of a style that is in accordance with regional practices.
- If rent is charging for housing then it must be the same as local average prices
- If the majority of workers are provided with free housing then those who are not able to receive free housing must be compensated with an allowance to rent a house of the same standard.

Family housing and dormitories

- Enough natural light during the daytime and access to sufficient artificial light, to be able to read by;
- Ventilation that ensures sufficient movement of air in all conditions of weather and climate, and in the case where there is an interior fire for heating or cooking;
- A supply of safe potable water that is enough for drinking and eating requirements;
- Sanitary facilities that provide privacy, hygiene, and are sufficient in number;
- Drainage that ensures hygiene and avoids environmental pollution;
- Fire safety measures;
- Safe electrical installations where they exist.

Dormitories

- Separate accommodation of the sexes;
- A separate bed for each worker;
- Adequate headroom, providing full and free movement;
- The minimum inside dimensions of a sleeping space should be at least 198 centimetres by 80 centimetres;
- Beds should not be arranged in tiers of more than two;
- Bedding and bedframe materials should be designed to deter vermin;
- Heating where appropriate;
- Adequate furniture for each worker to secure his or her belongings.

- Workers have the freedom to choose whether they want to be housed on the farm or not.

As guidance Fairtrade suggest referring to the ILO Recommendation R115 (Workers' Housing Recommendation), and to at least aim to ensure workers have a suitable living environment.

Reference/links

ILO Conventions C95 (Protection of Wages Convention)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C095

C100 (Equal Remuneration Convention)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C100

C110 (Conditions of Employment of Plantation Workers Convention)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C110

ILO Conventions C102 (Social Security (Minimum Standards) Convention), Part III

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C102

C121 (Employment Injury Benefits Convention)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C121

C130 (Medical Care and Sickness Benefits Convention)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C130

C183 (Maternity Protection Convention)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C183

ILO Recommendation R115 (Workers' Housing Recommendation)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:R115

3.6 Occupational Health and Safety

Year 0

3.6.1	C	Make all work places, processes, machinery and equipment as safe as possible.	<input type="checkbox"/>
3.6.2	C	Appoint a Health and Safety (H&S) Officer	<input type="checkbox"/>
3.6.5	C	Display all H&S information clearly and understandably in the workplace.	<input type="checkbox"/>
3.6.6	C	Train workers on occupational H&S , at least once a year, keep all training records.	<input type="checkbox"/>
3.6.7	C	Train workers engaged in potentially hazardous work on health and environmental risks, keep all training records.	<input type="checkbox"/>
3.6.8	C	Provide clean drinking water.	<input type="checkbox"/>
3.6.9	C	Provide clean toilets, hand washing facilities and changing rooms for all workers and showers for pesticide handlers (1:25).	<input type="checkbox"/>
3.6.11	C	Ensure company premises have no obvious defects and are safe, clean and hygienic.	<input type="checkbox"/>
3.6.12	C	Ensure adequate lighting, heating and ventilation in indoor workplaces.	<input type="checkbox"/>
3.6.13	C	Ensure everything electric is properly placed, grounded and professionally inspected for overloading and leakage.	<input type="checkbox"/>
3.6.14	C	Provide escape routes, fire exits, alarms, fire fighting equipment. Keep fire exits clear.	<input type="checkbox"/>
3.6.15	C	Train new and existing staff in evacuation procedures.	<input type="checkbox"/>
3.6.16	C	Provide emergency first aid facilities, equipment, and trained first aid staff.	<input type="checkbox"/>
3.6.17	C	Ensure reports are compiled on work accidents and subsequent actions.	<input type="checkbox"/>
3.6.18	C	Provide access to healthcare for work related illness or injuries.	<input type="checkbox"/>
3.6.19	C	Ensure that PPE and pesticide application equipment is cleaned after use, stored separately and never taken home.	<input type="checkbox"/>
3.6.20	C	Ensure free medical examinations, at least once a year, for workers handling hazardous chemicals.	<input type="checkbox"/>
3.6.21	C	Do not engage the following in any potentially hazardous work: <ul style="list-style-type: none"> • Under 18 year olds • Pregnant or nursing women • Persons with incapacitating mental conditions • Persons with chronic, hepatic or renal diseases • Persons with respiratory diseases. 	<input type="checkbox"/>
3.6.22	C	Ensure that spray operators:	<input type="checkbox"/>

		<ul style="list-style-type: none"> • Are thoroughly trainedAre relieved periodically from spraying through job rotation • Rinse all PPE and equipment before removing protective clothing • Shower after spraying • Control and change respirator filters regularly • Calibrate spray equipment regularly as required 	
3.6.23	C	Follow applicable re-entry times after spraying pesticides; ensure no access takes place during re-entry period and foliage is dry before re-entering.	<input type="checkbox"/>
3.6.24	C	Provide proper tools and work clothes for all workers appropriate to their tasks, and replace regularly.	<input type="checkbox"/>
3.6.26	C	Appoint and identify a qualified Medical Officer.	<input type="checkbox"/>
3.6.27	C	Maintain full, up to date, documentation on all sicknesses, accidents and proposed actions.	<input type="checkbox"/>

Year 1

3.6.3	C	Establish H&S committee, with workers representatives, who meet regularly.	<input type="checkbox"/>
3.6.28	C	Offer regular examinations and check-ups by a medical doctor at least every three years to all workers. Keep individual health records confidential.	<input type="checkbox"/>

Year 3

3.6.4	D	Carry out regular H&S risk assessments	<input type="checkbox"/>
3.6.25	D	Provide free occupational health care to all workers.	<input type="checkbox"/>
3.6.29	D	Provide workers with free and regular medical care from an on-site dispensary, with regular access to a doctor.	<input type="checkbox"/>

Year 6

3.6.10	D	Provide suitable areas where workers can rest, and canteens with cooking facilities.	<input type="checkbox"/>
3.6.31	D	Establish a policy, in local context, to prevent and deal with major contagious diseases	<input type="checkbox"/>

Why is this important?

Workers in every occupation can be faced with a multitude of hazards in the workplace. Work in agriculture may pose threats to your health for many reasons, such as using chemicals, sharp tools and processing machinery and being exposed to severe weather. Accidents and injuries not only cause human suffering, but there are also huge costs for the employer resulting from unproductive time of sick workers and for the national health systems. Occupational health and safety addresses the broad range of workplace hazards from accident prevention to the more insidious hazards including toxic fumes, dust, noise, heat, stress, etc. Preventing work-related diseases and accidents is the goal of occupational health and safety programmes, rather than attempting to solve problems after they have already developed.

What should I do?

You must work to reduce the risk to health and safety of workers in the workplace as much as possible, minimising any risks through adequate controls, and ensure that the company's premises and surroundings are free of obvious defect and maintained in a safe, clean and, where necessary, hygienic condition at all times.

Appoint a Health and Safety Officer who is suitably trained and has a job description ensuring that they will be responsible for all health and safety matters in the company, including planning, implementing and monitoring measures to improve health and safety and informing and training workers.

Establish a H&S committee with workers' representatives to whom workers can address health and safety issues and who can report and discuss these points within the committee, and with those responsible within the company, on a regular basis. It is recommended that management set up the H&S committee together with the trade union as a platform for social dialogue. It is important that the composition of the H&S committee reflects the diversity of the workforce.

Ensure that regular risk assessments are carried out jointly by the workers and their H&S representatives (the H&S committee), by Year 3, and that the assessments are then used as a tool to put safety measures in place.

The following table can serve as a starting point to recognize risks at the workplace.

EXPOSURE	HEALTH EFFECT	SPECIFICITY TO AGRICULTURE
Weather, climate	Dehydration, heat cramps, heat exhaustion, heat stroke, skin cancer.	Most agricultural operations are performed outdoors.
Snakes, insects	Fatal or injurious bites and stings.	Close proximity results in high incidence.
Sharp tools, farm equipment	Injuries ranging from cuts to fatalities; hearing impairment from loud machinery.	Most farm situations require a wide variety of skill levels for which workers have little formal training, and there are few hazard controls on tools and equipment.
Physical labour, carrying loads	Numerous types of (largely unreported) musculoskeletal disorders, particularly soft-tissue disorders, e.g., back pain.	Agricultural work involves awkward and uncomfortable conditions and sustained carrying of excessive loads.
Pesticides	Acute poisonings, chronic effects such as neurotoxicity, reproductive effects, and cancer.	More hazardous products are used in developing countries with minimal personal protective equipment (PPE).
Dusts, fumes, gases, particulates	Irritation of the eyes and respiratory tract, allergic reactions, respiratory diseases such as asthma, chronic obstructive pulmonary disease, and hypersensitivity pneumonitis.	Agricultural workers are exposed to a wide range of dusts and gases from decomposition of organic materials in environments with few exposure controls and limited use of PPE use in hot climates.

Biological agents and vectors of disease	<ul style="list-style-type: none"> - Skin diseases such as fungal infections, allergic reactions, and dermatoses - Parasitic diseases such as schistosomiasis, malaria, sleeping sickness, leishmaniasis, ascariasis, and hookworm - Animal-related diseases or zoonoses such as anthrax, bovine tuberculosis, and rabies (at least 40 of the 250 zoonoses are occupational diseases in agriculture) - Cancers, such as bladder cancer caused by urinary bilharzia contracted through working in areas in North and Sub-Saharan Africa 	<ul style="list-style-type: none"> - Workers are in direct contact with environmental pathogens, fungi, infected animals, and allergenic plants - Workers have intimate contact with parasites in soil, wastewater/sewage, dirty tools, and rudimentary housing - Workers have ongoing, close contact with animals through raising, sheltering, and slaughtering - Agricultural workers are exposed to a mix of biological agents, pesticides, and diesel fumes, all linked with cancer
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Ensure that all health and safety related information is displayed clearly in the workplace for all workers, in straightforward language, that is understood, and if possible with suitable pictures, including safety instructions, re-entry intervals and hygiene.

Adequate training must be provided for all workers at least once a year on the basic requirements of occupational health and safety, health protection and first aid. Records must be taken of all these training activities, including attendees, dates, training topics and trainers.

Hygiene and water

Make certain that workers have clean drinking water provided for them close to their work place, which has been properly analysed to ensure that it is safe for drinking. If the drinking water has been identified as a risk then it should be appropriately treated and analysed every 6 months to ensure its continued purity.

Ensure that:

- Clean toilets and hand washing facilities next to them are provided in at least the ration of 1:25 workers. Toilets should be accessible to the work area. Offsite they should be within ¼ mile (500 meters) of each worker. If this is not possible they must be located at the point of closest vehicle access, with transport available to workers. Employees must be allowed reasonable opportunities to use them throughout their shift.
- Toilets are separate for men and women,
- They are cleaned regularly and have covered drainage.
- Showers are provided for pesticide handlers.
- Hand washing is provided for next to the canteen.
- Lockable storage facilities are provided when requested.

By year 6 ensure that there are suitable areas for workers to rest and a canteen with cooking facilities is provided where it is necessary or requested by workers.

All indoor workplaces must have good working conditions, to provide normal comfort for workers, which include adequate lighting, heating and ventilation according to the weather conditions.

Fire

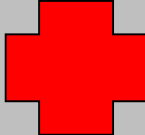
To ensure fire safety; properly marked fire exits must be in place and kept clear from any obstacles. Fire-fighting equipment and fire alarms must be kept for all indoor work places in accordance with industry standard, and training must be carried out for all workers including new hires.

Healthcare

Appoint a qualified Medical Officer who is responsible for healthcare and protection within the company which includes planning implementing and monitoring measures to improve medical care and health protection. The Medical officer should also maintain up to date records on sickness and accidents and propose ways to reduce them where possible, using the risk assessment as a tool.

Ensure that proper tools and clothes suitable for the assigned task are provided to workers and that they are replaced regularly.

Ensure that adequate first aid facilities and trained staff are available for any medical emergencies. A number of workers (in proportion to the total number of employees and also taking into account the hazards in the workplace e.g. 1:50 workers) should be trained regularly to administer first aid, and they should have access to an appropriately stocked first aid box.



First aid boxes

First aid boxes must contain suitable and enough materials for delivering basic first aid, especially for bleeding, broken or crushed bones, simple burns, eye injuries and minor injuries.

The contents of these containers must match the skills of the first aid personnel, the availability of a physician or other health personnel, and the proximity of an ambulance or emergency service. The more elaborate the tasks of the first-aid personnel, the more complete must be the contents of the containers.

A relatively simple first-aid box will usually include the following items:

- individually wrapped sterile adhesive dressings
- bandages (and haemostat bandages, where appropriate)
- a variety of dressings for wounds
- sterile sheets for burns
- sterile eye pads
- triangular bandages
- safety pins
- a pair of scissors
- antiseptic solution
- cotton wool balls
- disposable gloves for dealing with blood spills
- a card with first-aid instructions.
- a note book and pencil/pen for recording first aid incidents

If work accidents or illness occur the H&S Officer must report the incident and the subsequent measures taken. Access to appropriate healthcare must be provided either through an onsite facility or transport provided to the nearest hospital.

By Year 3, free occupational health care must be provided for all workers.

Regular examinations and check-ups must be offered to workers on a voluntary basis, at least every three years. Results of the examinations should be communicated properly to the individual so that they are understood.

All individual workers' medical records should be established at the beginning of a worker's employment and the records should be kept confidentially by the medical practitioner i.e. not accessible by management.

Ensure that, by Year 3, an on-site dispensary is established at the company with adequate equipment and a stock of basic medicines to deal with most common diseases as well as acute poisoning, and which is staffed by professional health personnel. If there is no regular doctor at the clinic, then one should be contracted from outside to whom workers can be referred, who carries out regular medical check-ups and who can advise and supervise the company nurse or health worker.

The dispensary must offer free medical care and advice to all workers on a regular basis, and during working hours.

Ensure that a policy on major contagious diseases, with regard to local context (e.g. HIV/AIDS if prevalent in the area), is established and implemented. It should include a structure for how to report on epidemics.

Healthcare and potentially hazardous chemicals

Additional healthcare measures must be taken for any workers working with potentially hazardous chemicals.

In the case of use of organophosphate or carbamate pesticides, a cholinesterase test is mandatory. Anyone mixing, loading, applying, repairing or cleaning spraying equipment is required to be tested. Ideally a pre-exposure cholinesterase value (base value) should be established. According to published materials available: (<http://pmep.cce.cornell.edu/profiles/extoxnet/TIB/cholinesterase.html>), any person handling organophosphates which fall in toxicity category I ("highly toxic") or category II ("moderately toxic") or when exposed to six or more days in a 21-day period must undergo the cholinesterase blood tests. I doubt if any of the estates would be willing to follow this requirement, if put in the standards.

Minimum tests cannot be listed, as it would depend on type of chemical used and period of exposure. The aim of the CC is to ensure that any person suffering from an illness as a result of handling pesticides or otherwise is not allowed to spray or handle chemicals. Hence only a guideline is possible. Most MSDS would give the possible health effects and the operator should draw up their medical examination plans based on the chemicals they use.

Persons applying pesticides that are not organophosphates or carbamates, a physical examination would be necessary. This could include BP, Pulse, Eyes, Skin condition for rashes, chemical burns and irritation. Apart from this, a test for liver function test and renal profile may be useful. Chemical handlers are also susceptible to lung disease. An X-ray may or may not reveal any lung problems but would be useful. Since the medical records are held confidentially, auditors cannot demand that they be shown.

All workers must be provided with proper, good quality PPE which must always be provided i.e. it should be ordered in good time, and/or a reserve stock should be available and accessible in the stores or nearby.



Workers spraying the farm in PPE, Hoja Verde FI wers, Ecuador. Photographer Sean Garrison.

Personal protective equipment (PPE):

Most pesticides present a risk to humans which may be controlled by certain measures. The most important measure is to follow the instructions given by the manufacturer which can be found

either on the label or on the Material Safety Data Sheets (MSDS). PPE refers to any clothing, coverings or devices designed to protect you from exposure to pesticides. The items required will depend on the harmful effects of the agrochemical and the way in which it is used. In practice, labelled information supplied with the agrochemical will generally specify the level of PPE required.

Numbers of agricultural workers die, are poisoned, or are injured each year by agrochemicals entering the body. Those agrochemicals that are most toxic are dangerous even in very small amounts. Contamination can occur through inhalation, contact with the skin, lips, mouth or accidental swallowing.

The appropriate PPE, its use, and maintenance are essential for protection when using hazardous agrochemicals. This is generally specified on the product label of the agrochemical itself. When unsure, advice should be sought and the following should be considered in choice of PPE:

- Clothing should not absorb liquids, be resistant to agrochemicals, fit well, is user friendly and should be washable.
- Clothing should be clean, dry and in good condition at the start of each work shift.
- Clothing should be worn correctly e.g., when gloves are worn with an impermeable coverall, it is good practice to wear the cuffs of the gloves inside the shirt sleeves so that run-off of liquids do not drip inside the gloves, similarly boots should be worn inside the trousers so that run-off does not leak into them.
- Respirators should be fitted with the appropriate cartridge or filter and changed according to manufacturer's instructions or the need of the user,
- PPE should be decontaminated after use. Gloves and boots should be washed before removal to avoid self-contamination e.g. by using an outside shower,
- PPE should be stored in a clean, dry, well-ventilated room separate from other clothing

Typical examples of PPE:

- Impermeable coveralls
- Head protection (e.g. headgear)
- Protective gloves (e.g. gauntlet gloves)
- Respiratory protection
- Head, eye and face protection (e.g. goggles, masks, face shields)
- Boots
- Machinery cabs

There must be a dedicated area for washing the PPE after work that chemical sprayers can use to wash off all their PPE and equipment before they undress themselves to reduce the risk of any contamination of their bodies. All chemical sprayers must have a shower or rinse their bodies once they have washed all their PPE and undressed.

All chemicals handlers must be trained properly and regularly by a recognised institution or specialists in the safe application and of pesticides and their risks and on the proper use of their PPE, and training records should be available.

There must be a job rotation in place to relieve chemical handlers from spraying, according to the levels of exposure e.g. three months spraying: three months not spraying (doing other work), or three months spraying: one month not spraying etc.

All chemical handlers must be given free examinations by a medical doctor, at least once a year, according to their levels of exposure.

Pregnant or nursing women, employees younger than 18 years and those with serious health problems must not undertake any potentially dangerous tasks such as handling chemicals.

Spraying re-entry Intervals

After spraying pesticides ensure that re-entry intervals are strictly followed. These should be according to what is defined by the manufacturer. In the absence of a definition from the manufacturer or in case the definition does not refer explicitly to the type of cultivation practises used by the company e.g. greenhouses, then the following re-entry intervals according to the World Health Organization (WHO) acute toxicity categories apply:

- Highly hazardous pesticides (WHO Ib): 24 hours;
- Moderately hazardous pesticides (WHO II): 12 hours;
- Slightly hazardous pesticides (WHO III): 6 hours.
- Unlikely hazardous pesticides (WHO U): 4 hours.

Calculate re-entry times from the time that spraying finishes. Ensure that signs are clearly displayed to indicate that no one must enter the area until the re-entry interval is over, and before entering ensure that the foliage is dry.

Links / references

ILO Conventions C155 (Occupational Safety and Health Convention)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C155

C184 (Safety and Health in Agriculture Convention)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C184

ILO Recommendation R164 (Occupational Safety and Health Recommendation)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C184

ILO C077 and C078 (Medical Examination of Young Persons (Industry and Non-Industrial Occupations) Conventions)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C077 ;

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C078

C102 (Welfare Facilities Recommendation)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C102

4. Environmental Development

4.1 Environmental Management

Year 0

4.1.1	C	Appoint someone to be responsible for environmental development.	<input type="checkbox"/>
4.1.2	C	Raise workers' awareness on environmental development and responsibility.	<input type="checkbox"/>

Year 1

No requirements in Year 1

Year 3

No requirements in Year 3

Year 6

No requirements in Year 6

Why is this important?

Fairtrade's Environmental Strategy is intended to ensure that you have agricultural and environmental practices that contribute to a more sustainable production system where risks to health and the environment are minimized. Protecting and enhancing biodiversity in the plantation and in adjacent areas supports the objective of a more sustainable production system which will ultimately allow you to face environmental challenges, strengthen workers' livelihoods and contribute to a more sustainable planet.

This environmental development section is intended to make sure there is coordinated action and capacity building within the company and amongst workers to achieve this goal of a more sustainable production system.

What should I do?

Find someone who has the experience and ability to lead the environmental responsibility side to the company in line with this Standard.

Ensure that you have addressed how to build the capacity of the workers in terms of environmental development and responsibility, by both writing a definition of how it must be done and putting it into implementation.

4.2 Pest Management

Year 0

4.2.1	C	Ensure guidance from an integrated pest management (IPM) expert.	<input type="checkbox"/>
4.2.2	C	Implement at least one alternative to pesticide application, and one preventative measure against pests.	<input type="checkbox"/>

4.2.3	C	Monitor the main pests and diseases on the Fairtrade crop, establish when pesticides are justifiable, and avoid pesticide resistance.	<input type="checkbox"/>
4.2.4	C	Provide training to all chemical handlers on hazards of chemical use and on the proper way to handle chemicals and use PPE.	<input type="checkbox"/>
4.2.5	C	Ensure that all workers are aware of the hazards related to pesticides and chemicals.	<input type="checkbox"/>
4.2.6	C	Do not apply pesticides or hazardous chemicals near on-going human activity, keep 10 meter buffer zone.	<input type="checkbox"/>
4.2.7	C	Do not apply pesticides or hazardous chemicals by air above or around areas of human activity or water sources.	<input type="checkbox"/>
4.2.8	C	Store pesticides and other hazardous chemicals in a way that minimizes risk.	<input type="checkbox"/>
4.2.9	C	Ensure that pesticides and hazardous chemicals spills and accidents can be contained and handled effectively.	<input type="checkbox"/>
4.2.10	C	Do not reuse empty chemical containers for water or food storage. They must be triple rinsed, punctured and stored properly until disposed.	<input type="checkbox"/>
4.2.11	C	Do not use materials on the Fairtrade Red List on Fairtrade crops.	<input type="checkbox"/>
4.2.12	C	If materials on the Red List are used, permission must be granted first by the certification body.	<input type="checkbox"/>
4.2.13	C	Procedures are in place to ensure prohibited materials are not used.	<input type="checkbox"/>
4.2.14	C	Herbicides are only used in the presence of weeds and the lack of alternative controls, as part of integrated strategy and in spot applications.	<input type="checkbox"/>

Year 1

No requirements in Year 1			
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Year 3

4.2.15	C	Record pesticides used in detail.	<input type="checkbox"/>
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Year 6

No requirements in Year 6			
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Why is this important?

The Fairtrade approach to pesticides focuses on:

- Protecting the health of people involved in the production of Fairtrade crops; and

- Supporting the implementation of good agricultural practices in order to move towards sustainable production.

The approach promotes a three pronged strategy for producers to:

- Use minimal amounts of pesticides by adopting integrated pest management (IPM);
- Proper use of pesticides to avoid risks by reducing exposure of people.
- Choice of pesticides used; using chemicals with lower toxicity

Integrated Pest Management (IPM)

When IPM measures are introduced, producers are encouraged to manage their production system using existing natural attributes present in their fields as well as their traditional knowledge. IPM offers producers the opportunity to reduce the amounts of pesticides used, because these materials are seen as one of several alternative measures of control and not the only one.

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

Integrated Pest Management (IPM) is "an ecosystem approach to crop production and protection that combines different management strategies and practices to grow healthy crops and minimize the use of pesticides."

IPM incorporates three basic steps: prevention, monitoring, and control

Prevention

IPM starts even before the crop is planted. IPM implementation requires knowledge based on the ecosystem approach to crop production. Protection refers to the need for producers to be knowledgeable about the conditions that affect the development of the crop, its potential pests and diseases and of their natural enemies. This knowledge will allow planting in a way that avoids problems for the crop in the future.

Some of the aspects that can be taken into consideration are the location where the crop is to be sown, planting distance between seedlings, the presence of other crops or of natural vegetation, the direction of the wind and the presence of shade. The conditions in which the crop will be planted need to be considered.

IPM is based on the careful observation of the crop and the field where it grows with the aim to identify pests and diseases as well as natural enemies. It is a key concept that for each crop a certain level of pest or disease presence can be tolerated as long as it is not causing significant economic damage. Understanding what this level or threshold is and how pests and their natural enemies interact in the field is the basis for an integrated management which does not rely heavily on pesticides. Even in conventional agriculture pest and disease control should not rely entirely or mainly on pesticides. Only when preventive and alternative control measures have not been able to control the problem and when the risk of economic damage exists, should pesticides play a major role as a control. For each crop and growing condition the producer needs to identify that level where the pest population or disease presence turns into an economic risk for the crop.

Periodic **monitoring** of populations of pests, diseases and natural enemies on the crop and field is required to keep potential problems under control and to plan which type of interventions are required and when. Interventions may refer to preventive or control measures. Control should not be too reliant on pesticides but include other types of control such as physical or biological.

Hygiene is one example of a preventive measure. Removing diseased or old foliage for example helps to reduce the incidence of certain disease causing fungi, or the usage of water that does not harbour pests and diseases. Other preventive measures include the implementation of cultivation techniques that minimize the development of pests and diseases or that favour the development of natural enemies, such as planting density, the amount of shade on the crop, the presence of wind barriers, and other attributes in general to the location. They can also include

crop rotation, ground covers, mixing compost with the soil, removing pest infested plants and plant parts and intercropping.

Physical **control** measures include the use of adhesive traps or coloured traps that attract pests. Biological control measures include the use of natural enemies. The use of chemical control (pesticides) within IPM is expected to be reduced in terms of quantities. It is also expected that pesticides are used in a proper way for them to be more efficient and especially to avoid resistance. When using pesticides, there is a risk that pests or diseases develop resistance to them especially in cases where the pesticide is used frequently and not in rotation together with other materials. When resistance builds up in pests and diseases then the pesticide is not able to control the pest population. This normally results in the need to use larger quantities of pesticides.

Proper use and handling of pesticides and other hazardous chemicals

The term pesticide refers to insecticides, herbicides, fungicides, acaricides, biocides, and algaecides. The term hazardous chemicals refer to substances that pose a danger either to the environment or human health or both (see section on Waste). Pesticides and chemicals are commonly used in agricultural workplaces. Furthermore, fuels, disinfectants and emissions such as dusts or fumes are also considered hazardous substances.

Hazardous substances include (1):

- harmful/toxic - causing transient or permanent damage to body functions
- corrosive - causing damage to living tissue
- irritant - causing local irritation to living tissue
- sensitising - causing an allergic reaction
- carcinogenic - causing cancer
- mutagenic - causing genetic damage
- a substance toxic to human reproduction

The chapter on 'proper use and handling of pesticides and other hazardous chemicals' refers to storage, clear labelling and handling of the pesticides and other hazardous chemicals in use on the farm and by the organization.

Some pesticides are extremely hazardous to human health and to the environment. The intent of all requirements described in the Fairtrade Standard for Hired Labour is to control the risk of exposure of workers to hazardous substances, to prevent accidents, and to avoid long-term risks. Proper handling of pesticides and other hazardous chemicals is therefore crucial to human and environmental health.

Pesticides and other hazardous chemicals need to be handled properly as to avoid exposure of people to these hazardous substances. The company is therefore required to enforce certain regulations with regards to the sale/ distribution, storage and handling of agrochemicals.

The company is required to make sure that properly trained individuals perform the tasks associated with distributing, storing and handling pesticides and other hazardous chemicals. Educational training programs serve to develop skills, improve member and worker competency, and promote awareness.

Choice of Pesticides used

As with IPM, the approach of Fairtrade to pesticides is focused on:

Protecting the health of people involved in the production of Fairtrade crops, and supporting the implementation of good agricultural practices in order to move towards sustainable production.

Fairtrade requires that producers abstain from using the worst pesticides when producing their Fairtrade crops. Pesticides by nature are toxic substances but some of them are more dangerous than others in different ways. Some can be very toxic in only small amounts and others may cause diseases such as cancer. Hazard classification of pesticides may be based on these characteristics and some pesticides may present several different types of hazards. There are many different lists and organizations that address the issue of the worst pesticides.

Fairtrade includes in its Standards a list of dangerous pesticides known as the Prohibited Materials List (PML). The PML is a requirement that applies to all Fairtrade certified producers. It has two parts, Part 1, the Red List, which includes a list of prohibited materials and Part 2, the

Amber List, which includes a list of materials which will be monitored and by 2015 decided whether or not they will be included in the Red List.

The current Red List of the PML can be considered as a composite list made up of core lists. Core lists are reference lists established by other organizations or as a result of an international agreement and have a clear rationale in terms of impact, for example persistent pollutants or pesticides with highest acute toxicity. The core lists on which the Red List is based are:

International agreements between governments, such as

- **POP:** The Stockholm Convention on Persistent Organic Pollutants: “a global treaty to protect human health and the environment from chemicals that remain intact in the environment for long periods, become widely distributed geographically, accumulate in the fatty tissue of humans and wildlife, and have adverse effects to human health or to the environment. Exposure to Persistent Organic Pollutants (POPs) can lead serious health effects including certain cancers, birth defects, dysfunctional immune and reproductive systems, greater susceptibility to disease and even diminished intelligence.” (1)
- **PIC:** The Rotterdam Convention on the Prior Information Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, also known as the PIC Convention. Its aim is to guarantee information exchange in international trade in pesticides that are banned, withdrawn or severely restricted in at least two countries in two regions for health or environmental reasons. (2)

Multilateral organization lists such as the

- **World Health Organization’s (WHO) list of Extremely toxic pesticides, categories 1a**
- **World Health Organization’s (WHO) list of Highly toxic pesticides, categories and 1b**

“It sets out a classification system to distinguish between the more and the less hazardous forms of selected pesticides based on acute risk to human health (that is the risk of single or multiple exposures over a relatively short period of time).” (3)

NGO list, in this case, the Pesticide Action Network

- **PAN Dirty Dozen PAN 12:** Pesticide Action Network’s “dirty dozen” list.

The pesticides included in these core lists are ALL included in the Fairtrade PML.

The Red List includes many of those pesticides which according to PAN List of Lists (2009) are prohibited and severely restricted in the European Union. It also includes a list of banned or severely restricted substances in the USA.

The Amber List

The Amber List includes those pesticides which do not fall in the Red List, basically because they are not POP, PIC, PAN Dirty Dozen, or WHO 1a/1b. Where do the pesticides in the Amber List come from? They are basically those pesticides which are prohibited and severely restricted in the United States and the European Union, but which are not included in the Red List.

The purpose of the Amber List is to monitor those pesticides during a certain period of time, in this case until June 2015 with the intention to include them in the Red List later on. If producers raise their concerns in relation to these pesticides, for example they need them or it is hard for them to carry out farming activities without these pesticides, putting them on the Red List could be delayed based on the analysis of the specific case.

Exceptions to the Red List– rationale: based on producer reality and no-go areas

Exceptions can only be granted until June 2015. This is because available and alternative products have not yet been identified. A revision of the list is planned to take place and a new list will be published at that time.

Use of pesticides listed in the PML Red List is not allowed for the Fairtrade crop, although some exceptions are allowed. The rationale for derogations of the prohibition (exceptions) is the following:

- No derogations to the prohibition (no exceptions) can be granted to pesticides classified as POP, PIC or PAN Dirty Dozen.

- Derogations may only be requested for the use of prohibited materials that are specified as “derogations upon request possible” in the Fairtrade Prohibited Materials Red List and in emergency cases, for pesticides belonging to the WHO 1a or WHO 1b lists, as long as they are not at the same time listed POP or PIC or PAN – Dirty Dozen (PAN-12).
- The material has to be phased out as quickly as possible;
- Where an alternative choice is available, the least toxic material should be used;
- For all prohibited materials alternative products are on the market as well as a wide and increasing range of commercial biological alternatives;
- A derogation for the use of a Prohibited Material cannot be used to justify the permanent use of a prohibited material. The ultimate goal of this process is to phase out prohibited materials and substitute prohibited materials with less harmful alternatives.

Exceptions are granted by FLOCERT based on an evaluation of producer’s request:

- o Only for the following WHO 1b pesticides may exceptions be granted for **citrus and deciduous fruits**.
 - azinphos-methyl
 - cadusafos (ebufos)
 - dichlorvos
 - methidathion
 - methomyl
- o Only for the following WHO 1b pesticides may exceptions be granted for **Flowers and Plants**:
 - cadusafos (ebufos)
 - carbofuran
- o Only for the following WHO 1b pesticides may exceptions be granted for under the exception procedure **without specific restriction in terms of crops**, and only until June 2015:
 - coumetratyl
 - fenamiphos
 - methiocarb
 - oxamyl
- o The following pesticides may be allowed under the exception procedure **without specific restriction in terms of crops**, because they have just recently been moved from WHO II to WHO 1b and Fairtrade allows some time to those producers using it to introduce changes to their production system in order to comply:
 - cyfluthrin
 - beta-cyfluthrin

How do you make use of an exception?

According to the Fairtrade Prohibited Material Red List published in May 2011, you as a producer can request permission for derogation for the use of prohibited materials. You must request permission from FLOCERT before the prohibited material is used. Should the usage of a prohibited material be identified during an inspection, this may lead to a suspension of the certificate.

If a producer needs to use a prohibited material that is specifically listed on the Fairtrade International Prohibited Material Red list (see the annex to the Fairtrade Producer standards) as open for a derogation or in emergency cases, you are required to fill in the Producer **Request for Derogation for the use of Prohibited Material Form** (available from regular contact in FLOCERT) and submit the document to their regular contact with FLOCERT. Derogations can only be granted for material that is not at the same time listed on POP or PIC or PAN –Dirty Dozen (PAN-12) lists.

You must demonstrate that the use of these materials is minimized and undertaken only in case of definite need, used under appropriate conditions that minimize risks to health and using advanced techniques. An appropriate plan and record to substitute these materials must be developed and operated. Evidence of need must be demonstrated by the producer.

In case you would like to request derogation for the use of more than one prohibited material, you must submit a Request for Derogation for the use of Prohibited Material Form for each prohibited material.

FLOCERT will give permission for derogation for the use of the prohibited material once the form has been submitted to FLOCERT and the timelines for the phase out plan are confirmed by FLOCERT. Timelines set in the phase out plan should not exceed a period of 2 years. If necessary the producer can apply for an extension of one year.

FLOCERT will check completeness of the information provided in the Request for Derogation for the use of Prohibited Material Form. The auditor will verify the evidence of need and the phase out plan during normal audits.

The use of a prohibited material with the specification “derogations upon request possible” or emergency use of pesticides that has not been declared via a request for derogation but has been found out by the auditor as being used on the Fairtrade crop is a Major non-conformity and may lead to an immediate suspension.

In case the auditor concludes that the evidence of need or the phase out plan is not in line with stipulations in the standard or in case the phase out plan is not implemented appropriately, FLOCERT will decide on a case by case basis whether it is considered as a Major non-conformity.

It is expected that the knowledge on the PML materials and identification of those which are still being used will trigger efforts on identifying available substitutes and promoting an exchange of best practices.

What should I do?

IPM

Ensure that guidance is provided by an expert in IPM so that the company has the knowledge to be able to implement the elements of integrated pest management. Knowledge should include:

- Crop development conditions
- Pest and disease life cycle and development conditions and their effects on the crop
- Natural enemies
- Preventive measures
- Control measures including physical, chemical and biological control methods and how to use them in an integrated way
- How pesticides act on pests and diseases and how to create a pesticide rotation program

Ensure that at least one alternative control to pesticide application is implemented e.g. biological controls such as the introduction of natural enemies or physical controls such as sticky traps to capture pests, as well as other means that serve to reduce and/or control the population of the pest.

Ensure also that at least one preventative method to avoid the development of pests is implemented i.e. cultivation techniques that may inhibit the presence or the effects of pests such as crop rotation, use of groundcover, the application of compost to the soil, removing plant parts infected with pests, removing plants that may host pests and intercropping.

Ensure that the pests and diseases on the Fairtrade crop are monitored to justify the need to use chemical pesticides, and to avoid the build-up of resistance to pesticides. Proper knowledge and monitoring of the crop for pests and diseases will enable decisions to be made on pesticide application e.g. spot treatments instead of blanket spraying and resulting in a more sustainable production system.

Rotating the use of pesticides with different modes of action avoids the build-up of resistance to particular pesticides and documentation of the different types of pesticides used and their actions against specific pests and disease is good practice.

Proper use and handling of pesticides and hazardous chemicals

Ensure that all workers handling pesticides and other hazardous chemicals are informed about chemical issues that (may) affect their health. This involves sharing information on handling,

proper use of PPE, the risks involved, transport, use, preparation, application, storage and disposal.

In addition, ensure that all workers, even those who are not directly involved in the handling of pesticides and hazardous chemicals, are made aware of the hazards related to these materials.

Further information on these topics and what your company must ensure in terms of chemical handling and safety is presented below:

Proper handling:

Ensure that care is taken in all activities that producers are involved in when using pesticides and hazardous chemical, such as production, post-harvest treatment, processing, storage and transportation. This includes being careful when cleaning up spills and accidents. To ensure proper handling of pesticides and other hazardous chemicals clear guidelines for packaging, transport, transfer, storage, dispensing, application, spillage and disposal of containers and waste should be available.

Packaging:

Pesticides should be kept in their original packaging. It is important that

- the contents cannot escape during handling, storage, stacking, loading and unloading;
- the contents will not deteriorate or be spoilt;
- the contents are labelled or marked with the original seal (see below).

Labelling:

The purpose of a label is to make sure that you know what is in a package or container and that you know how to use it properly and know how to dispose of it properly. Most pesticides and hazardous chemicals have comparable labelling requirements.

To ensure proper handling the organization should provide you with an explanation of all labels (see below) and/ or data sheets for all materials used. You can ask your supplier for a chemical safety data sheet. A translation of the main contents of the data sheets into your language is helpful (or translation into an understandable language). Labels should state:

- the product trade name,
- generic material (active ingredients),
- formulation in the container,
- concentration and doses for use,
- exactly what it can be used for.

Training on labels should include information on warning symbols and signal words.

Warning symbols

Visual warning symbols on pesticide labels indicate the kind of harm that can result from pesticide misuse or mishandling. They alert the user to the degree of the hazard (by the shape of the border) and to the type of hazard (by the centre "picture").

Flammable

The "**fire**" symbol is a warning that the pesticide is flammable or easily ignited. Keep the pesticide away from heat, sparks, or open flames. Do not smoke while mixing or applying the product.

Explosive

The "**exploding grenade**" symbol indicates that the pesticide can explode, e.g., pesticide in pressurized cans. Explosive conditions may also be created by using Roundup or Rustler (glyphosate) in a galvanized steel spray tank.

Corrosive

The "**corroded hand**" symbol indicates that the pesticide is corrosive to the skin and eyes. The chemical is either acid or alkali (caustic) and can burn the skin. Protect the skin and eyes when using these products.



Poisonous

The "**skull and cross bones**" symbol warns that the chemical is poisonous if taken into the body. Keep the product out of reach of children. Use the appropriate measures when dealing with poisonous products in order to minimize risks.

Source of warning symbols overview:
[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/prm2375?opendocument](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/prm2375?opendocument). The source of the materials is <http://www.agriculture.alberta.ca>. The use of these materials by Fairtrade International is done without any affiliation with or endorsement by the Government of Alberta. Reliance upon Fairtrade International's use of these materials is at the risk of the end user.

Transport:

Proper transport includes that:

- Products are in good-quality containers from the supplier; no damaged or leaking containers should be accepted from the supplier;
- Any vehicle transporting a product should not damage the container (e.g. through sharp edges or nails)
- Unnecessary collisions or violent falls should be avoided as containers may burst or weaken;
- Any information provided with the pesticides such as labels, accompanying information or data sheets should be transported with it;
- Random stacking should be avoided during transport (e.g. containers of liquid products should be transported top-side up and excessive loads should not be put on top);
- Pesticides should be isolated from other materials transported on the same vehicle. This especially refers to the separation of food and water from transported pesticides.
- Water-soluble packages should be protected from bad weather (e.g. rain) by a vehicle roof or waterproof covering;
- Pesticides should not be carried alongside the driver in a vehicle and always separate from people, food and water, e.g. store pesticides in trunk; drivers should take extra care. They should be competent to take precautions in the event of spillage wherever possible and avoid contamination of anyone providing help.

Transfer:

Pesticides should be transferred from one container to another only in exceptional cases. Where this is necessary, the receiving container should be:

- The manufacturer's container, when possible, that has previously held the same product;
- Of the same quality as the original container;
- Properly labelled or marked with the commercial name of the substance or the active ingredient, preferably keeping the original label;
- Completely clean and empty;
- Not overfilled with a liquid so as to cause spillage when pouring.

Spillage:

Pesticide spillage is both wasteful and dangerous. It should be avoided wherever possible but if it occurs it should be dealt with immediately. Action in the event of spillage should include:

- Immediate steps to avoid that the spillage contaminates a wider area;
- Keep other people, animals and vehicles away from the site;
- Wear appropriate PPE;
- Soak up the agrochemical with absorbent material (e.g. dry sand, soil or wood shavings), remove the contaminated matter (e.g. with a brush and shovel) and dispose of it in a way to minimize health risks;
- Decontaminate any remaining traces of spillage including that on vehicles or equipment by washing down and draining the contaminated water to a safe place, or soaking-up;
- Bathe or wash immediately afterwards.

Disposal:

The following general steps should be observed during waste disposal:

- Never just dump agrochemical waste randomly.
- Never dispose of agrochemicals that might cause any risk to people or the environment.

- Always ask the supplier if he accepts the waste for disposal.
- Whenever possible, waste should be disposed of through a company or persons licensed to handle waste disposal. Get advice about disposal from the supplier, local authority or community leader.
- Waste should be disposed of as soon as possible, it should not be accumulated.
- The user should read the label on the package or container for any specific advice on waste disposal.
- Empty agrochemical containers should never be reused. All containers should always be cleaned thoroughly before disposal. It is best that they are cleaned following the labelled instructions. If there are no instructions, **triple rinse** the containers in water. Make sure that the water used for rinsing does not contaminate the environment; particularly drinking-water.
- Containers for liquid should be emptied before cleaning. After cleaning, the **containers should be punctured** in several places to make them unusable, and stored in a secure compound until their disposal is arranged. Packages of dry powders must be shaken out into a mixing vessel or the applicator tank.
- In certain instances it may be allowed to **burn lightly contaminated packaging** as a means of disposal. Fumes and any smoke produced may, however, present a serious health risk and advice from the agrochemical supplier should be sought for any activity other than a very minor operation. National legislation needs to be checked accordingly.

Central storage:

Agrochemicals are most vulnerable to theft, vandalism, accidental or deliberate misuse or the effects of extreme weather conditions during storage.

Storage places should not be located:

- In areas where FI ods could occur or with a potential for the pollution of underground water supply sources (e.g. wells and boreholes);
- In upstream catchment areas for water supply or
- In environmentally sensitive areas;

Ensure that any building used to store agrochemicals:

- Is of sound construction, resistant to fire, extremes of temperature and chemical action, and impervious to liquids;
- Has suitable entrances and exits with fire-resistant doors opening outwards wherever possible;
- Is locked and accessible only to trained and authorised personnel
- Contains spillage and leakage in order to protect the external environment;
- Is kept dry and is resistant to extremes of temperature;
- Has adequate light to ensure product labels can be read properly;
- Is properly ventilated to remove stale or contaminated air;
- Is suitably marked with a warning sign (e.g. the skull and crossbones) and secured against theft;
- Is well organized so that agrochemicals can be stored easily, in a secure and orderly way with clearly visible labels, and in their original containers.
- Does not allow pesticides to be mixed with food, personal protection equipment or any other equipment or machinery
- A water supply should be available nearby but not in the storage area;
- A record of the agrochemicals in the storage area should be kept separately in an accessible place in the event of an emergency such as fire or unauthorised use;
- Adequate first-aid facilities should be available to treat minor injuries and possible eye and skin contamination;
- Smoking and fire should be prohibited within the storage area. A suitable fire extinguisher should be at hand, in case of emergencies;
- Washing facilities should be provided close to the storage area and equipped with a wash basin and clean running water, soap and towel;
- Separate ventilated space should be provided for PPE and for personal clothing. This space could be a cupboard or locker and must not be within the agrochemical storage area;

- Empty containers must be triple rinsed and stored in a secure area with agrochemical waste; **they should never be used to store food, water or other substances that may be consumed by people or animals**. Even a tiny amount of agrochemical residue could lead to serious illness or death;
- Agrochemicals should only be dispensed into application equipment on a solid level surface close to the storage area. Any drainage should be into an agrochemical containment area, to avoid polluting the surrounding environment.
- Contains safety sheets with information on the proper handling of pesticides.

Make sure that when you are using pesticides or hazardous chemicals then they are not applied near areas where there is any on-going human activity e.g. housing canteens, offices, warehouses etc. Buffer zones of at least 10m must be kept as a barrier to effectively stop pesticide drift.

In addition you need to ensure that if any aerial spraying takes place, the following actions are carried out:

- identify areas of human activity, rivers and open water sources on maps for the pilot who is spraying
- Avoid spraying above or around these areas
- Protect small rivers/irrigation channels with protective vegetation in case it is not possible to avoid these.

Ensure that all areas are equipped to deal with spills (as described above), and seepage into the soil or water must be avoided. Spraying must be planned to ensure that very little spray solution is left.

Choice of Pesticides used

Ensure that materials on the Fairtrade International PML part 1 are not used on Fairtrade crops, unless an exemption has been granted by the certification body, as explained above. Procedures and measures to ensure this must be in place.

If herbicides are used, then they must only be used based on the presence of weeds and the lack of any alternatives controls e.g. competition to weeds, mechanical weeding, manual weeding, using herbivores or biological control. The use of herbicides should be only one part of an integrated strategy against weeds and it must only be used for spot applications and not as a blanket spray.

Ensure that records exist, for at least the last 12 months, for all pesticides used. These records must indicate if the chemicals are on the FTI PML Part 1 or Part 2 and must also record:

- Name of applicator
- Name of pesticide
- Amount of pesticide sprayed
- Method of application e.g. back pack hand applicator, aerial spray etc.
- Name of target pest or disease
- Date sprayed
- Site sprayed e.g. field or greenhouse number

From these records you must ensure that goals of pesticide reduction or of maximum amounts are defined.

Links /references

<http://www.fao.org/agriculture/crops/core-themes/theme/pests/ipm/en/>

Reference on IPM: <http://www.epa.gov/pesticides/factsheets/ipm.htm>

On Hazardous substances

http://www.comcare.gov.au/forms_and_publications/fact_sheets/?a=39119

International Labour Organization: Safety and health in the use of agrochemicals: A guide

http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/instructionalmaterial/wcms_110196.pdf

Code of practice for the safe use and storage of chemicals (including pesticides and herbicides) in agriculture:
http://www.workcover.nsw.gov.au/formspublications/publications/Documents/chemicals_in_agriculture_safe_use_storage_code_practice_0422.pdf

International Group of National Associations of Manufacturers of Agrochemical Products, GIFAP, CropLife: *Pictograms for agrochemical labels*

The Stockholm Convention on Persistent Organic Pollutants, POP
<http://chm.pops.int/Convention/ThePOPs/tabid/673/Default.aspx>

The Rotterdam Convention on PIC: The Rotterdam Convention on the Prior Information Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade
<http://www.pic.int/TheConvention/Chemicals/AnnexIIIChemicals/tabid/1132/language/en-US/Default.aspx>

The WHO Recommended Classification of Pesticides by Hazard
http://www.who.int/ipcs/publications/pesticides_hazard_2009.pdf

Pesticide Action Network: <http://www.pesticideinfo.org/>

The List of Lists - A catalogue of lists of pesticides identifying those associated with particularly harmful health or environmental impacts. Pesticide Action Network UK. 3rd edition, 2009

4.3 Soil and Water

Year 0

4.3.1	C	Do not use human sewage sludge for fertiliser.	<input type="checkbox"/>
4.3.2	C	Store fertiliser in a way that ensures no risk of water pollution. Store fertiliser and pesticides separately.	<input type="checkbox"/>
4.3.3	C	Do not use untreated sewage water for irrigation and processing.	<input type="checkbox"/>

Year 1

4.3.4	C	Only apply fertilisers according to the needs of the crop.	<input type="checkbox"/>
4.3.7	C	Implement practices to enhance soil fertility.	<input type="checkbox"/>
4.3.8	C	Evaluate health risks from irrigation water through analysis and act on results of analysis if necessary.	<input type="checkbox"/>
4.3.9	C	Ensure an inventory (map/sketch) of irrigation and processing water is available.	<input type="checkbox"/>
4.3.10	C	Implement procedures for efficient and rational water use.	<input type="checkbox"/>

Year 3

4.3.5	D	Identify any land at risk, or already eroded and take suitable measures to control erosion.	<input type="checkbox"/>
4.3.6	D	Identify land where ground cover is needed and put a plan in place to establish cover.	<input type="checkbox"/>
4.3.11	D	Keep informed and engaged in the area's water situation.	<input type="checkbox"/>

4.3.13	C	Ensure that waste water is handled from processing facilities in a way that does not have a negative impact on water quality, soil or food safety.	<input type="checkbox"/>
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Year 6

4.3.12	D	Use best available technology for irrigation and processing to optimize volumes of water.	<input type="checkbox"/>
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Why is this important?

Handling fertilisers

Improving the fertility of the soil can improve the sustainability of agriculture, but at the same time it must be done in a responsible way. If fertilisers are handled in a proper manner then this can reduce any potential pollution of water sources and at the same time ensure that resources are not wasted.

Soil erosion

Soil erosion is one type of soil degradation. Other kinds of soil degradation include salinization, nutrient loss, and compaction. The following paragraph only covers the concept of soil erosion, which is covered by the Fairtrade Standard for Hired Labour as it is linked to agricultural practices.

In general, **soil erosion** means that the soil is lost for agricultural purposes. Soil erosion is a natural process. Soil is, for example, naturally removed by water (e.g. rain detaches and transports soil) and wind. Animals and human activity also have an impact on soil erosion. Especially agricultural activities, such as tillage, over grazing, inappropriate cultivation practices, poor management of fertilizers and/ or forest clearing have a major impact on soil erosion. All these activities accelerate the process of erosion. 'Accelerated' soil erosion means that soil is removed faster than it can be replaced by soil forming processes. This may affect both agricultural areas as well as the natural environment.

Typical consequences from soil erosion result in soil infertility and therefore loss of productivity and leads to desertification and flooding. Fertile soils are very important for the sustainability of your production system.

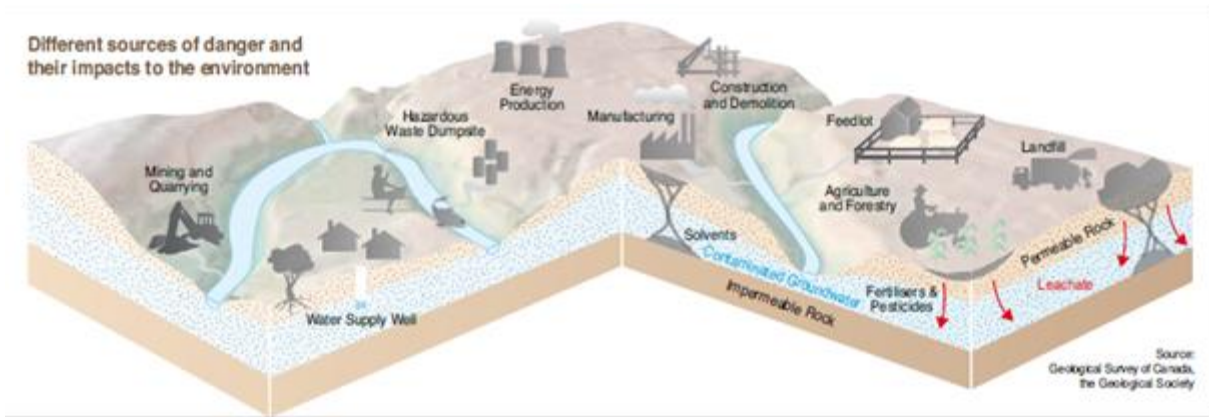
Sustainable Water Sources

To ensure sustainability in agriculture, good management of water is essential. Fairtrade standards require the producer to ensure good water practices taking into account where and how the water is sourced, minimising the volumes used, recycling of water wherever possible and making sure that any waste water does not pollute.

Wastewater

Wastewater encompasses a wide range of potential contaminants and concentrations.

Water is especially important in industrialized processes (e.g. production, cleaning and rinsing). If unregulated, industrial wastewater has the potential to be a highly toxic source of pollution. The figure below shows different sources of danger with regards to wastewater and its impacts on the environment.



Author: Philippe Rekacewicz, UNEP/GRID-Arendal

Source: http://maps.grida.no/go/graphic/different_sources_of_danger_and_their_impacts_to_the_environment

What should I do?

Handling fertilizers

Ensure that human sewage sludge is not used as a fertilizer on the Fairtrade crop as it poses a health risk for both people working with it and food poisoning if used on food crops.

Similarly ensure that untreated sewage water is not used as irrigation water on the Fairtrade crop for the same reasons.

Ensure that fertilisers are stored in a way that reduces any risk their might be in polluting water. Nitrogen especially can have a negative effect on water purity.

Fertilisers and pesticides need to be stored separately from each other to avoid any cross contamination that might damage crops.

If using fertilisers ensure that the plots are analysed first to ascertain the nutrient need of the crop before applying. This will ensure that only the amount needed is used and waste or pollution does not occur.

Soil erosion

Identify any land at risk of soil erosion.

Identify area where ground cover needs to be established.

Ensure that you reduce or prevent soil erosion and improve the fertility and structure of the soil through guidelines that incorporate some of the following for example:

- rotating crops
- planting trees or increasing ground cover.
- creating windbreaks
- growing cover crops
- applying mulch, compost or green manures
- intercropping
- agroforestry

Crop rotation: Rotating crops is an important part of crop management. It refers to a series of different crops planted in the same field following a certain order. Growing the same crop in the same place for many years often increases crop specific pests and diseases and depletes the soil of nutrients. With rotation, a crop that leaches the soil of one kind of nutrient is followed by a different crop in the next growing season that returns the nutrient to the soil or brings a different variation of nutrients. The advantages of crop rotation are manifold:

- Many crops may have positive effect on succeeding crops in the rotation. They may lead to greater production.
- Rotations are used to reduce pests and diseases in the cropping system and to control weeds by including smothering crop species or green manure cover crops.

- Rotations may also lead to improved soil quality. Nutrients are better distributed in the soil as well.
- Crop rotation may decrease risks as bad seasons may affect some crops more than others.
- Crop rotation can balance the production of residues by alternating crops that produce few residues with crops that produce a lot of durable residues.

Soil cover: There are two main types of soil cover, **living plant material** such as crops and cover crops and **mulch or dead plant material** such as crop residues and pruning from trees and shrubs. There are many advantages linked to soil cover:

- It protects soil from rain, sun, and wind and it therefore reduces soil erosion and protects the fertile topsoil, thus preventing the silting of rivers and lakes.
- It stops soil surface from sealing and reduces the amount of rainwater runoff.
- It suppresses weeds by smothering their growth and reducing the number of weed seeds. This reduces the amount of work needed for weeding.
- It increases soil fertility and the organic matter content of the soil.
- It increases soil moisture by allowing more water to infiltrate into the ground and by reducing evaporation.
- Decomposing vegetation and the roots of cover crops improve **soil structure** and make soil more stable – making it harder for rain to break it up and wash it away.
- Soil cover stimulates the development of **roots**, which in turn improves soil structure, allows more water to soak into the soil, and reduces the amount of runoff.

Cover crops are planted to provide soil cover. The planting helps to better manage an agricultural system. Cover crops increase soil fertility, soil quality, biodiversity and wildlife. They also help to decrease weeds, pests and diseases. They may be allowed to grow throughout the cropping season, or they may be killed by being left on the soil surface as mulch.

Sustainable Water Sources

Ensure that you know exactly where your water sources for irrigation and processing are coming from, that you have a diagram or map drawn to indicate where they are, and that if there are any possible health risks from any of the sources they have been analysed and the results have been acted on if necessary e.g. there might be a village upstream that could be polluting a stream that is being used to irrigate food crops, or for drinking water.

Ensure that water is used in the most efficient way and only when there is good reason. Incorporate the following measures into your routine for water management:

- Predict volumes of water use for irrigation in advance
- Measure actual volumes used for irrigation and production
- Ensure that regular maintenance is carried out on the water systems and that procedures are in place to report any leaks or damage
- Recirculate, reuse and recycle water wherever possible
- Make use of the best accessible or available technology for irrigation and processing to optimize the quantities of water used.

Waste water management

The objective of waste water management is to reduce the volume and extent of water pollution through certain measures. These measures include capturing water once it is polluted, treating polluted water and using techniques for returning it to the environment and to safely reuse wastewater. The most cost-effective solutions usually focus on preventing contaminants from entering the wastewater stream or developing a closed system of water use. Industry can also benefit from access to cleaner water resources with fewer impurities, as impurities can add costs to the production processes. In relation to waste water the focus of Fairtrade is that wastewater coming out from central processing facilities is treated or that it does not have a negative impact on water quality, soil fertility or food safety.

If there is a central processing facility it is important to first identify the type of waste or pollutant present in the water and to then identify the possible treatment methods. Ensure that treatment methods are implemented that prevent pollution of the environment and health risks for producers, workers or the neighbouring community.

4.4 Waste

Year 0

No requirements in Year 0

Year 1

4.4.1	C	Keep the production site free of hazardous waste, do not dispose of it by burning.	<input type="checkbox"/>
4.4.2	C	Ensure that you have a comprehensive waste management plan in place.	<input type="checkbox"/>

Year 3

4.4.3	D	Use organic waste in a sustainable way, allowing the nutrients to be recycled.	<input type="checkbox"/>
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Year 6

No requirements in Year 6

Why is this important?

There are many possible definitions of waste and many different types of waste. A simple definition of waste addressing mainly household activities is the following:

“Waste, commonly called rubbish or garbage, is something we all produce as part of everyday living but perhaps don’t normally think too much about. There are many definitions that are used to describe waste as material that is no longer used or needed or perceived to have no value. Waste often ends up in landfill if it is not socially, environmentally or economically viable for it to be reduced, reused or recycled.”

Agriculture may produce different types of waste which may be in a liquid, solid or gaseous form and which may be a hazard for people and / or harm the environment. Waste can be classified as organic which means that it comes from living beings, such as plants or animals, or inorganic which means it comes from minerals, or man-made materials such as plastic for example. Waste can also be classified according to its hazardousness.

Out of the different categories of waste, the Fairtrade Standard prioritizes two types: hazardous and organic waste.

Hazardous waste is waste that poses a danger either to the environment or human health or both and has one or more of the following properties: toxic, explosive, infectious, radioactive, ignitable, corrosive or reactive. It can be in liquid, solid, gaseous states or sludge.

The variety of hazardous substances used in our everyday lives brings with them an equally great variety of well-documented health effects. In some cases, these substances may irritate the skin or eyes, make it difficult to breathe, cause headaches and nausea, or result in other types of illness. Some hazardous substances may cause far more severe health effects, including behavioural abnormalities, cancer, genetic mutations, physiological malfunctions (e.g., reproductive impairment, kidney failure, etc.), physical deformations, and birth defects.

Dealing with organic waste is important for two reasons: because it is usually present in high volumes and can become a problem if not handled in a way that avoids its accumulation and, if reused or recycled organic waste can become a fertilizer that offers nutrients and can also contribute to improved soil fertility by adding organic matter content and improved texture.

What should I do?

Develop a waste management plan that includes the following:

- Identification of the main types of waste
- How to reduce waste
- How to reuse waste
- How to recycle waste
- Other alternatives to disposing of waste
- As a last resort, best practice methods of waste collection and disposal

The plan should prioritise how to manage the most toxic wastes first and should be based upon a regional waste management program, updating strategies on waste disposal as better alternatives become available.

Ensure that the production areas are kept free from hazardous waste. Hazardous waste must be properly stored in a designated area until it can be collected by a licensed disposal operator/supplier or local authority.

Ensure that hazardous waste is not burned. If there is no appropriate disposal facility, then small amounts can be burned in a well-ventilated area away from people, animals or crops e.g. a brick incinerator with a high burning temperature. However, even small amounts of hazardous waste must only be burned if this is allowed by local regulations and all safety recommendations are followed.

If small amounts of waste are burned on site, and ashes remain, these must still be dealt with appropriately.

Workers should be made aware about the hazardous waste areas on the production site, as well as its proper handling and storage. It is important that all workers understand that these types of waste should not be present as litter, but collected and placed the designated area where the risk of them being taken or used by anyone is avoided.

Organic waste

Ensure that organic waste is used in sustainable ways which allow the nutrients to be recycled e.g. composting and reintroducing it on the fields, mulching, green manure or even possibly as a fuel.



Composting and vermiculture facility at Piaveri, Ecuador. Photographer Sean Garrison.

Make sure that organic waste that is contaminated with pesticides is not fed to animals.

Burning organic waste is only allowed if it is required by law for sanitary purposes, or it is unmistakably the most sustainable practice. Any burning should be carried out in a controlled manner to minimize risks of wildfire and smoke production.

You can work towards training its members on the importance of organic waste and organic matter, the potential methods for processing organic waste and raise awareness on its importance for the soil. Possible ways of using organic waste are by composting and reintroducing it on the fields, by mulching and by using green manures.

Links/references

[http://www.operationclimatechange.com.au/docs/waste/Teachers_Support_Purchasing_& Waste_111209.pdf](http://www.operationclimatechange.com.au/docs/waste/Teachers_Support_Purchasing_&_Waste_111209.pdf)

<http://www.environment-agency.gov.uk/business/sectors/130181.aspx>

<http://www.agriculturalwaste.net/>

<http://www.epa.gov/osweroe1/content/hazsubs/healthaz.htm>

http://www.sepa.org.uk/waste/waste_data/commercial_industrial_waste/agriculture_fishing_fo_restry.aspx

<http://www.epa.gov/epawaste/conserva/materials/usedoil/index.htm>

<http://www.defra.gov.uk/food-farm/land-manage/nutrients/>

4.5 Genetically Modified Organisms (GMO)

Year 0

4.5.1	C	Do not intentionally use genetically engineered seed or stock for the Fairtrade crop. Put in practices to avoid GM contamination.	<input type="checkbox"/>
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Year 1

No requirements in Year 1

Year 3

No requirements in Year 3

Year 6

No requirements in Year 6

Why is this important?

A **genetically modified organism (GMO)** or **genetically engineered organism (GEO)** is an organism whose genetic material has been altered by receiving genes from different sources with the help of genetic engineering techniques. For example, this can be a new type of crop that is resistant to certain viruses, pesticides, herbicides or has other characteristics that have been altered through genetic engineering.

Use and production of GMO might lead to the following consequences: impacts on human health (e.g. allergens, transfer of antibiotic resistance markers) and on the environment (e.g. transfer of transgenes through cross-pollination, significant reduction in biodiversity) as well as domination of world food production by a few companies and increased dependence on industrialized nations.

Therefore, intentional growth/production of genetically modified crops, plants and any other products by Fairtrade producers is prohibited.

What should I do?

Contamination of non-GM crops by GMO can occur while growing on neighbouring fields through pollen transfer from one field to the other or during harvest, transport or processing.

In order to avoid contamination by GM-crops it is recommended to physically separate non-GM crops (potential Fairtrade crops) from GM-crops by establishing "isolation distances" and "pollen barriers". Isolation distances are the minimum distances required between GM and non-GM fields, so called buffer zones and vary from crop to crop type.

Pollen barriers are usually natural. They can be hedges and trees aimed at catching pollen and hindering pollen movement. Pollen barriers can also consist of conventional crops of the same species as the GM-crop, which can actually be more advantageous, as they produce competitive, conventional pollen which can out-compete the GM-crop pollen. It is important to know that the buffer strip of conventional crops is considered part of the GM crop yield.

However, these physical barriers do not guarantee 100% exclusion of contamination by GMOs. In case of high risk of contamination of Fairtrade crops by GMO, testing might be required. Testing methods include PCR (polymerase chain reaction) analysis (can only be done in laboratories), and strip tests (intended to give quick results as to whether the crops is contaminated or not). Parallel production of a GM variety and a non-GM variety of the certified crop(s) inside the organization, even if not intended for the Fairtrade market, is not allowed.

Best management practices for producers of non-GMO Fairtrade crops.

Before you plant your crop make sure that you know:

- Your crop and seed sources (seeds should be non-GMO);
- Your farm (know your fields to determine which have the lowest/highest susceptibility to GMO contamination from neighbouring fields);
- Your neighbours (know who is growing what and let your neighbours know where your organic and non-GMO fields are located);
- Neighbouring crops (if possible adjust your planting dates, so that your non-GMO crops do not pollinate at the same time with GMO-crops);
- Your equipment (know how the equipment is used and cleaned, do not let the equipment contaminate the non-GMO crop);
- Your transport (carefully inspect and clean trucks, make sure they are free of grains, dust and other foreign material);
- Your crop storage (carefully inspect and clean storage units prior to use, make sure that storage units are segregated and that GMO and non-GMO crops are not stored in the same vicinity);
- Your harvest (you can submit your crop samples for testing before harvesting them).

Establish a list of GMO crops, seed suppliers (with the help of local authorities, databases and other means of knowledge distribution) registered in your country/region to make sure that the contamination by GM-seeds is avoided.

Links/references

University of Minnesota: A plan for co-existence. 2004. (www.misadocuments.info/GMOlegal-21_web.pdf)

GMO plants/crops database: <http://www.gmo-compass.org/eng/database/plants/>

GMO foodstuffs database: <http://www.gmo-compass.org/eng/database/food/>

GMO detection methods database: <http://gmo-crl.jrc.ec.europa.eu/gmomethods/>

4.6 Biodiversity

Year 0

4.6.1	C	Avoid negative impacts on protected areas and areas of high conservation value (HCV) inside and outside the farm/production area. Ensure area used for the production of the FT crop comply with national legislation in terms of being agricultural land.	<input type="checkbox"/>
4.6.2	C	Maintain buffer zones around water bodies, watershed recharge areas and between production and areas of HCV. Do not apply pesticides, hazardous chemicals or fertilisers in buffer zones.	<input type="checkbox"/>
4.6.3	C	Ensure sustainable wild harvesting.	<input type="checkbox"/>

Year 1

4.6.4	C	No collecting or hunting of rare or threatened species. No alien invasive species introduced.	<input type="checkbox"/>
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Year 3

4.6.5	D	Participate in local/regional environmental projects/have a biodiversity plan.	<input type="checkbox"/>
4.6.6	D	Evaluate agro-forestry systems and agricultural diversification, if applicable.	<input type="checkbox"/>

Year 6

No requirements in Year 6			
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Why is it important?

Biological diversity, or biodiversity, simply means the diversity, or variety, of plants and animals and other living things in a particular area or region.

Biodiversity also means the number, or abundance of different species living within a particular region. Scientists sometimes refer to the biodiversity of an ecosystem, a natural area made up of a community of plants, animals, and other living things in a particular physical and chemical environment.

In practice, "biodiversity" suggests sustaining the diversity of species in each ecosystem as we plan human activities that affect the use of the land and natural resources.

Everything that lives in an ecosystem is part of the web of life, including humans. Each species of vegetation and each creature has a place on the earth and plays a vital role in the circle of life. Plant, animal, and insect species interact and depend upon one another for what each offers, such as food, shelter, oxygen, and soil enrichment.

High Conservation Value Areas (HCVAs) are natural habitats, which are of outstanding significance or critical importance due to their high environmental, socio-economic, biodiversity or landscape values.

Maintenance and management of HCV areas contribute to conservation of an area's/region's most valuable species, ecosystems and landscapes; protection of people against FI ods, avalanches and soil erosion; conservation of natural resources; valuation of non-timber forest

products and environmental services; conservation of an area's most valuable cultural heritage and identity.

Wild harvesting means collecting products from the wild (e.g. medicinal and aromatic plants, berries, wild fruits, nuts and seeds, mushrooms, fodder, gums, game, fibre and etc.) for any cultural or/and economic reasons. **Sustainable wild harvesting** is intended to ensure the **continued use and long-term survival** of plant and animal species and their populations within their habitats, while respecting the traditions, cultures and livelihoods of the local communities.

Natural resources are not uniformly distributed worldwide and overexploitation of a certain plant or animal populations even in a very small plot of land might lead to extinction of the species, which has also economic consequences. Thus, you need to be aware of the fact that environmental degradation and loss of biodiversity will impact you as a producer.

Buffer zones are areas created to enhance the conservation of a legally or non-legally protected area or body of water. Buffer zones can be used to improve wildlife and fish habitats by providing food, shelter and shade, stabilize soils with plant root systems, reduce erosion and runoff and create natural floodplains.

In agriculture buffer zones are uncultivated areas lying between two or more areas such as fields or forests. They are aimed at the sustainability of land use and water resources (e.g. avoidance of contamination of adjacent water bodies with pesticides), and the reduction of a negative impact on biodiversity and ecosystems of the region by creating a natural barrier.

Based on their ecological functions, buffer zones contribute to the improvement of the environment, and thus to human health and well-being, which is one of the central aims of Fairtrade.

Alien species are all species, including plants, animals, fungi and microorganisms, that have been intentionally or accidentally introduced to a location, area, or region where they did not previously occur naturally or in other words non-native species.

Invasive alien species are able to rapidly reproduce and out-compete native species, damage the habitat necessary for the survival of native species, thus threatening and degrading the local biodiversity and ecosystems, negatively impacting economies (e.g. losses to crops, forests, pastures, their control costs) and human well-being (e.g. infectious diseases). The estimated annual damage from invasive species worldwide totals more than \$1.4 trillion, which equals five per cent of the global economy (The Nature Conservancy, 2011). In order to secure sustainability of Fairtrade producers, it is important to prevent introduction and invasion of alien species in time.

What should I do?



Picture: Steps towards identification, management and monitoring of HCV areas
 (Source: http://www.hcvnetwork.org/resources/folder.2006-09-29.6584228415/HCV_briefing_note_high_res.pdf
 Developed by Proforest for FSC)

HCV areas

Having high conservation value (HCV) areas does not mean that you have to turn everything into a protected site. Within the context of Fairtrade Standards identification of HCV areas is aimed at ensuring safe and stable supply of resources for producers. That is why what you choose to do depends on your identified values. However, once the HCV area is identified as such, indirect conversions and loss of high conservation values should be assessed and minimised.

The following six categories of HCVs, covering both ecological and social values can help you identify potential HCV areas in your neighbourhood:

1. **Areas containing globally, regionally or nationally significant concentrations of biodiversity values.** These are areas rich in biodiversity, such as a forest with many globally threatened bird species.
2. **Globally, regionally or nationally significant large landscape-level areas** such as example a large tract of Mesoamerican lowland rainforest with healthy populations of jaguars, tapirs, harpy eagles and caiman as well as smaller species.
3. **Areas that are in or contain rare, threatened or endangered ecosystems** such as example patches of a regionally rare type of freshwater swamp forest.
4. **Areas that provide basic ecosystem services in critical situations.** This can be watershed protection or erosion control for example.
5. **Areas fundamental to meeting the basic needs of local communities** such as key hunting or foraging areas for communities living at subsistence level.
6. **Areas critical to local communities' traditional cultural identity** such as sacred burial grounds within a forest management area.

Wild harvest

Sustainability of wild harvesting (i.e. the way and the amount of a product or material which is harvested) depends on the habitat and species. This means that criteria are different depending on the species type and the habitats where these species are allocated and there is no universal value parameter for defining the sustainability of wild harvesting. However, the table below helps identify the degree of susceptibility to overexploitation of plants according to their types, growth rates and plant parts subjected to harvesting.

	Wood	Bark	Root	Leaf	Flower	Fruit/seed
Annual	-	-	High	Medium	Medium	High
Bi-annual	-	-	High	Medium	Medium	High
Perennial	-	Medium	High	Low	Low	Low
Shrub	Medium	Medium	Medium	Low	Low	Low
Tree	Medium	Medium	Medium	Low	Low	Low

Table: Susceptibility of plants and plant parts to overharvesting (Source: www.fao.org)

Buffer zones

The preferred size of a buffer zone is variable, depending on the objectives, availability of land, traditional land use systems, threats and opportunities. From an ecological point of view, the larger the buffer zone and the more it can be seen as an extension of a protected area or a water body, the better for the conservation area and its biodiversity, including natural processes. There are various factors that need to be taken into consideration while planning the size of a buffer zone. For example, many species need specific ecological conditions for such things as seed dispersal, migration, reproduction, food demand etc. Buffer zones, in areas traditionally used by the local populations for cultural purposes like cemeteries and sacred places as well as for subsistence needs can be of any size provided the size of the area is large enough to carry on those activities.

The size of buffer zones along water bodies is often determined by law depending on the country. In general, the width of a buffer zone around/along the water body is determined by topography, soil, ecology, landscape and the size of a water body.

Invasive alien species

There are several aspects, which need to be taken into consideration to avoid invasion of species:

Do not:

- Introduce exotic species from other regions, countries, habitat types;
- Disrupt the natural balance by altering the environment such as through deforestation or changing the course of a river, and by restricting or eliminating natural processes. In such cases even some native species can become invasive.

Do:

- Safely import, export, transport, stock and trade marine organisms, biological control agents, GMOs, any other native and non-native species of flora and fauna;
- Exchange information and raise awareness among the local population on potential risks and trends regarding exotic species etc.

Keep in mind that it is even though a species is beneficial (e.g. biological control agents) or small in sizes and quantity it can still be invasive.

By Year 3 you should have developed a biodiversity plan for the company premises, or alternatively participate in a local or regional environmental project e.g. tree planting in the local area, waste management projects in the surrounding community, participating in river clean up campaigns etc.

In addition, by Year 3, the possibility of agro-forestry and agricultural diversification should be evaluated and implemented where applicable. Agro-forestry can improve both soil conditions and the local environment, while agricultural diversification can enable the company to benefit from alternative income sources.

Links/references

Convention on Biological Diversity: www.cbd.int

The Nature Conservancy: Invasive species:

<http://blog.nature.org/2011/06/invasive-species-fight-mark-davis-peter-kareiva/>

The Nature Conservancy: Protecting native plants and animals:

<http://www.nature.org/ourinitiatives/habitats/forests/howwework/protecting-native-plants-and-animals-taking-on-the-invaders.xml>

The IUCN Red list of threatened species:<http://www.iucnredlist.org/>

Global invasive species database: <http://www.issg.org/database/welcome/>

For reference information on alien invasive species: Convention of Biological Diversity at <http://www.cbd.int/invasive/>

For detailed information on HCV, please check **Forest Stewardship Council** webpage on HCV areas: <http://www.fsc.org/high-conservation-values-and-biodiversity-identification-management-and-monitoring.213.htm>

HCV Network gives a broad overview and a clear definition of high conservation value areas based on country profiles and national interpretations: www.hcvnetwork.org/

International Standard for Sustainable Wild Collection of Medicinal and Aromatic Plants: www.FIraweb.de/map-pro/

4.7 Energy and greenhouse Gas Emissions

Year 0

No requirements in Year 1

Year 1

4.7.1	C	Keep records of non-renewable energy consumption. Use energy more efficiently. Replace non-renewable sources with renewable ones	<input type="checkbox"/>
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Year 3

No requirements in Year 3

Year 6

4.7.2	D	Research and implement practices to reduce GHG emission and increase carbon sequestration.	<input type="checkbox"/>
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Why is this important?

Greenhouse gases (GHG) are gases in the atmosphere that absorb radiation. There are many GHG but the ones you find most often in the atmosphere are:

- Carbon dioxide (CO₂)
- Methane (CH₄)
- Nitrous oxide (N₂O)
- Water vapour (H₂O)

Although GHG make up only about 1 % of the earth's atmosphere, they regulate the climate by trapping heat. GHG warm the atmosphere of the earth. This phenomenon is called the greenhouse effect. In fact, the greenhouse effect is an essential environmental prerequisite for life on earth.

However, as the amount of GHG in our atmosphere is increased there is an increase in temperature that creates a warming effect that is similar to the warming inside a greenhouse, hence the name "greenhouse effect." This then leads to a change in the climate and weather patterns.

The following (human) activities, among others, raise the level of the different GHG in the atmosphere:

- Burning fossil fuels (including gasoline for automobile engines)
- Certain farming practices and land-use changes
- Deforestation (trees use CO₂ and give off oxygen in its place)
- Many factories produce long-lasting industrial gases (i.e. industrial GHG)
- Population growth (more people use more fossil fuels for heating, transportation, manufacturing and more farming occurs for increased food production).



The relation between agriculture and GHG/ The impact of GHG on agriculture

The increased amount of GHG in our atmosphere comes mainly from industrial development in the Northern countries. There is also a relevant contribution from the global reduction of trees. Many forests are logged for timber. Others are cut down to make way for farming and other agricultural activities. There are fewer and fewer trees to perform the function of transforming carbon dioxide into oxygen. That is one reason for the increase of GHG in our atmosphere. Deforestation also leads to soil erosion that releases the carbon dioxide from the soil. Carbon dioxide is also released through the use of fossil fuels for machinery, transport, delivery of irrigation water, etc. All of these activities lead to a change in climate, in other words, global warming.

GHG and Fairtrade

Climate change and global warming have a major impact on agriculture. Companies that are highly dependent on agriculture and therefore on climate can make a difference by reducing climate change risks and GHG emissions. It particularly affects those people who are dependent on agriculture by changing the pattern of rainy and dry seasons, causing floods or droughts, and landslides among other negative impacts. By implementing practices that sequester or “capture” carbon, such as mulching, planting trees, introducing compost into the soil, among other practices, will make farms more capable of holding back the impact of climate change while helping to reduce costs of production in the long run.

What should I do?

Here are some examples of what you can do to sequester carbon or reduce GHG in the atmosphere:

- Fertile soils stay productive using organic methods and reducing tillage
- Perennials, tree crops, and other agro-forestry methods keep greater biomass in the cropping system
- Preserve forests and grassland that maintain carbon sinks while protecting watersheds
- Re-vegetate degraded soils, and incorporate biochar (carbonized biomass).

Other possible methods are mentioned in the chapters Soil & water and Biodiversity (e.g. using cover crops or implementing buffer zones). If you are already involved in these activities reporting on them is encouraged in the Standard.

How to identify emission points in your processing facilities:

- Evaluate electricity bills,
- Identify high energy using equipment and times,
- Spot where problems might be occurring,
- Make rational investment decisions on energy-saving equipment,
- Compare other buildings, techniques or sites.

Further measures to reduce emission (in crop storage facilities):

- Improve insulation
- Seal buildings

- Fit a better emissions controller
- Variable speed drives on fans/pumps
- High efficiency motors, lighting, fans and duct design
- lower period tariffs
- Heat recovery for water heating

Staff awareness, focusing on 'switching off'

Introduce an energy efficient culture in your company. Encourage people to 'switch off' all non-essential equipment and machinery whenever practical; including fans, water heaters, lights, compressors. Crop storage buildings equipment, including augers, lights, ventilation and heaters should be turned off when not required.

Compile a maintenance list

Compile a maintenance checklist of areas to address where energy is being wasted via the building structure. A comprehensive schedule should include checking window panes, frames and roof lights. Include equipment and building fixtures such as lights and fans. Ensure the list is regularly used and updated.

Regularly check equipment settings

Ensure that all you are aware of how to make setting changes to heating and ventilation equipment (where possible) and are aware of the correct settings for different crops, their moisture levels and amount of crop being stored.

5. Trade

5.1 Traceability

Year 0

5.1.1	C	Identify product as Fairtrade on all sales documents.	<input type="checkbox"/>
5.1.2	C	Keep comprehensive records of Fairtrade sales.	<input type="checkbox"/>
5.1.3	C	Keep processing records.	<input type="checkbox"/>
5.1.4	C	Mark Fairtrade product as Fairtrade.	<input type="checkbox"/>
5.1.5	C	Physically separate Fairtrade products from non-Fairtrade products at all stages.	<input type="checkbox"/>
5.1.6	C	For cocoa, cane sugar, juice or <i>Camelia</i> tea producers, physical traceability is not necessary at the processing stage.	<input type="checkbox"/>

Year 1

No requirements in Year 1

Year 3

No requirements in Year 3

Year 6

No requirements in Year 6

Why is this important?

Traceability means that individual Fairtrade products are identifiable as Fairtrade at all steps of the supply chain and in all relevant documents and packaging.

Traceability guarantees that products sold as Fairtrade actually come from producers that produce according to Fairtrade standards. Certification then guarantees the authenticity and the integrity of Fairtrade products being purchased by consumers.

The objective of Documentary Traceability and Mass Balance is to ensure that Fairtrade producers have received the correct Fairtrade Minimum Price and Fairtrade Premium.

The rules on traceability are divided into three sections:

- **Documentary traceability** requirements → applicable to all producers;
- **Physical traceability** requirements → applicable to all producers except cocoa, cane sugar, fruit juices and tea producers who process themselves;
- **Mass Balance** requirements → applicable to cocoa, cane sugar, juice and tea producers with no physical traceability.

What should I do?

Documentary Traceability

All Fairtrade operators must show documentary traceability. This means that you have to write down how products move from members to buyers. Do members bring their products to a collection point or does the organization pick products up at members' farms? What happens to the products within your organization (processing, storage) and how do you sell products to the first buyer (how do you deliver your product?). In order to clearly identify how much your members deliver individually and as a whole, you have to keep records of products bought from members. Fairtrade products have to be identified in all documents with an identification mark, for example with the words "FI Fairtrade" and the buyer's FI ID. Contracts, bills of lading, delivery notes, invoices etc. demonstrate which volumes of Fairtrade product were handled. The following information must be documented:

- Sale of the Fairtrade product: What was sold (product form, volumes)? When?
- Processing of the product: Type of processing? Yields?

Physical Traceability

Physical traceability in a Fairtrade supply chain is the ability to follow a specific Fairtrade product all along the supply chain and through all stages of production and processing. Fairtrade products always have to be segregated from non-Fairtrade products (exceptions apply to cocoa, tea, sugar and juice products). For instance: Fairtrade coffee cannot be mixed in transportation with non-Fairtrade coffee and Fairtrade rice cannot be stored together in the same silo with non-Fairtrade rice.



When processing a product, Fairtrade and non-Fairtrade products need to be processed in different processing lines. If this is not possible, Fairtrade products have to be processed at a different time than non-Fairtrade products. You have to make sure that there is no risk that Fairtrade products are replaced with non-Fairtrade products.

It is up to you to choose how you will guarantee physical traceability. You have to make sure that the product is clearly identifiable or marked as "FI Fairtrade" with the Fairtrade International ID, lot numbers and/or product identification marks.

Is Physical Traceability compulsory?

In principle, Fairtrade International Standards require physical traceability for all products and operators.

Fairtrade International does not want to put unreasonable expectations on Fairtrade producers and traders. Physical traceability in the processing stage of cocoa, tea, sugar and juice products would not be possible without excluding a significant number of farmers and workers from Fairtrade's benefits – and often these are the most marginalized. By requiring physical traceability on products where producers have no control over processing, farmers and workers would lose opportunities to sell on Fairtrade terms if the companies processing their products did not keep Fairtrade products separate. As a result, sugar, fruit juice, tea and cocoa are exempted from the physical traceability requirements from the processing stage onwards.

If you produce and process cocoa, tea, juice and sugar, you can choose that your production is physically traceable or not. If you as a cocoa, tea, juice and sugar producer want your products to be physically traceable throughout the supply chain, you need to make sure that the Fairtrade operators that you sell to are successfully audited against the physical traceability rules in the Fairtrade Trade Standard.

As a cocoa, tea, juice or sugar producer, you can therefore ask the certification body to be audited against the physical traceability rules. If you comply with them, you will be able to sell to operators having physical traceability throughout the supply chain.

Mass Balance

Mass Balance is only applicable to cocoa, cane sugar, juice and tea operators with no physical traceability.

Single Site Mass Balance means that when you deliver a quantity of Fairtrade ingredients to a factory or site, only the equivalent amount of processed Fairtrade product leaving that site may

be sold as Fairtrade. For example, if you deliver a ton of Fairtrade tea to a factory for processing, the factory can only sell the equivalent amount of processed tea as Fairtrade.

If you implement Mass Balance, the Fairtrade outcome needs to be from the same kind and quality as the Fairtrade products that were delivered for the processing. This means that if a producer sells Fairtrade chocolate made with high quality cocoa, the Fairtrade ingredient purchased cannot be low quality cocoa beans; if a producer sells Fairtrade organic sugar the ingredient purchased cannot be non-organic Fairtrade sugar; and if a producer sells Fairtrade green tea the ingredient purchased cannot be Fairtrade black tea

Sugar operators with no physical traceability that use beet sugar and Fairtrade cane sugar in their factories have to make sure that products exclusively made of beet sugar are not traded as Fairtrade.

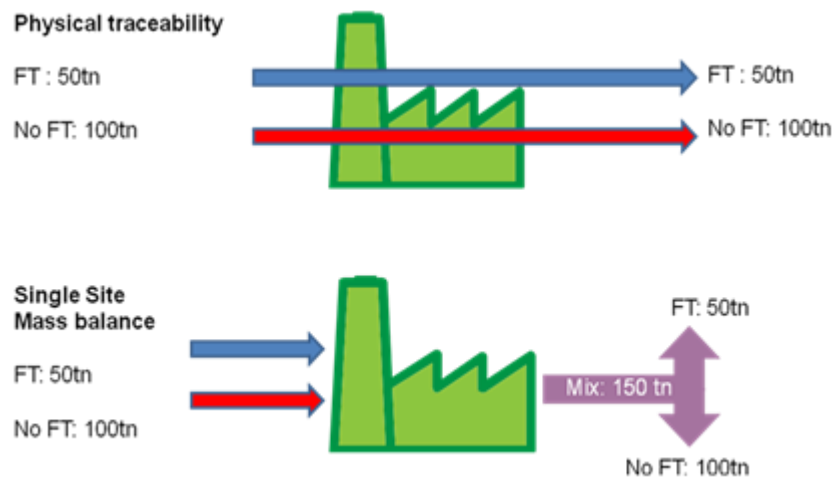


Figure 2: Physical traceability and Single Site Mass Balance practices. The blue arrow represents the FI w of Fairtrade products and the red arrow the FI w of non-Fairtrade products though the green factory (in this example the processing yield is 100%).

Links/references

http://pip.coleacp.org/files/documents/COLEAC001_PIP_Module_2_UK_pp.pdf

5.2 Sourcing

Year 0

5.2.1	C	For newly certified Fairtrade producers, you can sell products as Fairtrade that you have had in stock up to but not longer than one year.	<input type="checkbox"/>
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Year 1

No requirements in Year 1

Year 3

No requirements in Year 3

Year 6

No requirements in Year 6

Why is this important?

When obtaining certification you may begin selling recently harvested or stocked products without having to wait for the next harvest or production.

What should I do?

This requirement relates to crops harvested before you were certified. You can sell all products held in stock up to one year before your initial certification.

Documents to prove that products have been only held in stock for up to one year include: Purchase/collection records for the product from members, processing records (batch/lot numbers, outturn ratio), storage records (own storage, external warehouse where applicable), sales records (local and international sales).

To prove that Fairtrade products are only sourced from members, you additionally need detailed member records and lists.

5.3 Contracts

Year 0

5.3.1	C	If Fairtrade publish new minimum prices, fulfil all signed contracts at agreed price.	<input type="checkbox"/>
5.3.2	C	If either trading party is suspended, do not sign new contracts.	<input type="checkbox"/>
5.3.3	C	If decertified, stop selling immediately	<input type="checkbox"/>
5.3.4	C	Sign binding purchase contracts	<input type="checkbox"/>

Year 1

No requirements in Year 1

Year 3

No requirements in Year 3

Year 6

No requirements in Year 6

Why is this important?

All Fairtrade sales have to be regulated through written contracts that both parties agree to. When a contract is signed, there is a mutual responsibility of both parties to follow the terms of the contract. From the producer side, this means ensuring that deliveries are made in full, on time, and of the expected quality, according to the terms of the contract.

Contracts clearly state:

- how much of the product is sold,

- what is the required quality,
- how much the buyer has to pay,
- when he/she has to pay and
- how and when the product should be delivered.

Producers can always ask for access to contracts between the Fairtrade payer and the Fairtrade conveyor and the conveyor has to make them available at any time. Producers can then check the agreement between the Fairtrade payer and the Fairtrade conveyor and see if the correct amount of money was transferred to them.

What should I do?

Ensure that if you or your buyers are suspended from Fairtrade, you do not sign any new Fairtrade contracts. Deliveries of Fairtrade products already agreed on in signed contracts must be fulfilled, unless both parties agree otherwise.

In case you or your buyer is decertified, selling or buying products as Fairtrade has to stop immediately. This rule has to be respected from the date of decertification.

If Fairtrade publishes new Fairtrade Minimum prices, the prices in already signed contracts have to be respected.

5.4 Use of Fairtrade trademarks

Year 0

5.4.1	C	To use the Fairtrade trademark in wholesale packaging or promotional material, approval must first be obtained.	<input type="checkbox"/>
5.4.2	C	To sell finished Fairtrade products under your own brand with any Fairtrade Mark, a contract with Fairtrade International or National Fairtrade Organization must first be signed.	<input type="checkbox"/>

Year 1

No requirements in Year 1

Year 3

No requirements in Year 3

Year 6

No requirements in Year 6

Why is this important?

It is necessary to formalize the use of the Fairtrade trademark so that it is not used improperly. This helps to protect the reliability of the mark.

What is promotional material?

Materials created to promote the Fairtrade products that organizations produce and trade, for example posters, flyers, brochures, t-shirts for their members (non-commercial), on buses, trucks/lorries, and web pages for products/certifications, etc.

What should I do?

It is allowed to use the Fairtrade Mark

- On export/transport boxes, drums, sacks for wholesale products.
- On newsletters, invoices, product information sheets as long as the Fairtrade Mark is clearly linked to the certified product and is not used as a letterhead or footer.



You cannot use the Fairtrade Mark

- On business cards, letterheads, as a banner on your website
- with your logo / as your logo
- On products to be sold at local stores, unless you have a license contract. For more information write to license@fairtrade.net

Can I use the round logo that Fairtrade International is using now?

No. The round logo, called the Fairtrade Brand Mark, is Fairtrade International's identity, and can be used only by the organization in Bonn, its members and associate members.



If I am already using the Fairtrade Mark on t-shirts/buses/posters/painted on wall/farm signs/etc. what should I do?

You should write to Fairtrade International for more information on how to use the Fairtrade Mark properly.

Will I be suspended or decertified if the auditor discovers use of the Fairtrade Mark without permission?

If you use the label on any promotional material as described above, write to artwork@fairtrade.net to ask for permission. If you use the label according to the rules, you receive permission. If not all rules are respected, you will have to prove to the auditor that you implemented the required changes. If you are still waiting for an answer from Fairtrade International, it will be sufficient to prove that you have requested permission to use the label.

You should not be afraid that you are going to be decertified because of trademark misuse if you contact our Artwork Coordinator. Fairtrade International offers you a wide range of solutions. It is certainly easier to get into contact with the Artwork Coordinator before you use the Fairtrade trademark, so that you can be sure what is allowed and what is not.

Annex 1 Abbreviated HL requirements by timeline

No.	Core/ Dev	Requirement	<input checked="" type="checkbox"/>
Before becoming Fairtrade certified			
1.1.1	C	Accept announced and unannounced audits of all premises, including those subcontracted.	<input type="checkbox"/>
1.1.3	C	Allow Fairtrade International representatives to interact with workers.	<input type="checkbox"/>
1.2.1	C	Appoint a Fairtrade Officer.	<input type="checkbox"/>
1.2.2	C	Include in your mission statement your commitment to continuous improvement of social practises and to achieving the aims and values of Fairtrade.	<input type="checkbox"/>
1.2.3	C	Allocate working time and resources to ensure successful implementation of Fairtrade.	<input type="checkbox"/>
1.2.4	C	Ensure your legal and legitimate rights to land use and tenure, respect for the right of local people and resolve disputes responsibly.	<input type="checkbox"/>
2.1.1	C	Create a Fairtrade Premium Committee (FPC) to manage the Premium for the workers.	<input type="checkbox"/>
2.1.3	C	Create and register a legal body to allow the workers to be the sole owners and beneficiaries of the Premium.	<input type="checkbox"/>
2.1.5	C	Establish a separate Fairtrade Premium account with worker and management representatives as joint signatories.	<input type="checkbox"/>
2.1.6	C	Ensure all Premium payments are paid directly into the Fairtrade Premium account.	<input type="checkbox"/>
2.1.8	C	Sign a legally binding agreement with the registered legal body to ensure the balance of the Premium is used for on-going Premium projects or distributed among workers within 3 months.	<input type="checkbox"/>
2.1.9	C	Democratically elect workers representatives to the Fairtrade Premium Committee and have management appoint advisors.	<input type="checkbox"/>
2.1.11	C	Ensure that the FPC meet regularly during working hours.	<input type="checkbox"/>
2.1.12	C	Provide information on current Fairtrade sales, cross checked against Premium received and minute in FPC meetings. Make all relevant Premium accounting books available to the FPC members and the certification body.	<input type="checkbox"/>
2.1.13	C	Management must participate actively and responsibly in the FPC as a non-voting advisor.	<input type="checkbox"/>

2.1.19	C	Ensure that Premium is used, according to the Fairtrade rules specified, to benefit workers, their families and communities.	<input type="checkbox"/>
2.1.20	C	If workers choose, 20% of the Premium can be distributed as a Fairtrade cash bonus. If this is the case the FPC must consult with the workers' representatives.	<input type="checkbox"/>
2.2.2	C	Workers understand purpose of Fairtrade Premium and role of the FPC.	<input type="checkbox"/>
2.2.3	C	Provide initial training for the workers' representatives on the FPC.	<input type="checkbox"/>
3.1.1	C	Do not discriminate, support or tolerate discrimination.	<input type="checkbox"/>
3.1.2	C	No testing during recruitment.	<input type="checkbox"/>
3.1.3	C	No corporal punishment or abuse, nor support or tolerance of it.	<input type="checkbox"/>
3.1.5	C	No sexual harassment.	<input type="checkbox"/>
3.1.6	C	Policy to prohibit sexual harassment established, including awareness raising, communicated and put into action.	<input type="checkbox"/>
3.1.7	C	No discrimination for using grievance procedures.	<input type="checkbox"/>
3.2.1	C	No forced, bonded or involuntary prison labour.	<input type="checkbox"/>
3.2.2	C	No conditional working for spouses.	<input type="checkbox"/>
3.3.1	C	Don't employ children under 15.	<input type="checkbox"/>
3.3.2	C	Do not submit children under 18 to any work that puts their health, safety, morals or school attendance at risk.	<input type="checkbox"/>
3.3.3	C	Establish and implement a Child Labour Policy.	<input type="checkbox"/>
3.3.4	C	If in the past children under 15 have been employed or under 18 have been engaged in dangerous/exploitative work ensure these children do not enter into worse forms of labour.	<input type="checkbox"/>
3.4.1	C	No punishment, harassment or discrimination for Union members or representatives.	<input type="checkbox"/>
3.4.2	C	Ensure the following: <ul style="list-style-type: none"> • Workers' rights to join unions are respected • Workers' rights to bargain collectively are respected • No anti-union discrimination or interference takes place • Trade unions are not denied access rights • Bargain in good faith with workers • Inform the workforce about the local point of contact and communicate contact information. 	<input type="checkbox"/>
3.4.3	C	Accept the conditions in 3.4.2 by signing the Fairtrade International Freedom of Association (FoA) protocol.	<input type="checkbox"/>

3.4.4	C	Communicate the 'Workers' Right to Unionize Guarantee' (included in the FoA protocol) in such a way that all workers are understand and are aware.	<input type="checkbox"/>
3.4.5	C	Allow trade union representatives to meet the workers.	<input type="checkbox"/>
3.4.6	C	There is a form of democratically elected and independent workers representation.	<input type="checkbox"/>
3.4.7	C	Do not interfere with freedom of association by controlling or obstructing trade unions or workers representation.	<input type="checkbox"/>
3.4.8	C	Workers' representatives can meet amongst themselves, with all workers and with senior management during working hours.	<input type="checkbox"/>
3.4.9	C	Results of meetings held with senior management are signed and posted in the workplace for all workers to read.	<input type="checkbox"/>
3.5.1	C	Wages and conditions of employment are set according to CBA or regional average	<input type="checkbox"/>
3.5.2	C	No deductions from salaries except for national law, CBA or written consent of employee.	<input type="checkbox"/>
3.5.3	C	Piecework is paid above minimum wage or regional average.	<input type="checkbox"/>
3.5.5	C	Salary payment are regular, documented and in legal tender.	<input type="checkbox"/>
3.5.6	C	Permanent workers have legal, written contracts of employment.	<input type="checkbox"/>
3.5.8	C	Workers are aware of and understand their rights, responsibilities, salaries and work schedules and have a signed copy of their contract.	<input type="checkbox"/>
3.5.9	C	Working hours and overtime are legal and do not exceed 48 hours per week.	<input type="checkbox"/>
3.5.10	C	One rest day given for every 6 consecutive worked.	<input type="checkbox"/>
3.5.11	C	Overtime is voluntary, and does not exceed 12 hours per week or continue for more than 3 consecutive months.	<input type="checkbox"/>
3.5.12	C	Overtime is compensated at a premium rate.	<input type="checkbox"/>
3.5.13	C	At least 2 weeks of paid leave is given.	<input type="checkbox"/>
3.5.14	C	Lunch and work breaks are granted and respected.	<input type="checkbox"/>
3.5.15	C	Sick leave regulations are in place.	<input type="checkbox"/>
3.5.16	C	At least 8 weeks of paid maternity leave are granted. No termination on maternity related grounds.	<input type="checkbox"/>
3.5.18	C	Nursing mothers are given breaks during working time to breastfeed until the child is at least 9 months.	<input type="checkbox"/>
3.5.19	C	Legal social security for all workers is provided.	<input type="checkbox"/>

3.5.22	C	Regular work is done by permanent workers	<input type="checkbox"/>
3.5.26	C	Pay travel and visa costs and any agency fees for workers actively recruited from other regions.	<input type="checkbox"/>
3.5.27	C	Grievance procedures are in place and communicated.	<input type="checkbox"/>
3.6.1	C	Make all work places, processes, machinery and equipment as safe as possible.	<input type="checkbox"/>
3.6.2	C	Appoint a Health and Safety (H&S) Officer	<input type="checkbox"/>
3.6.5	C	Display all H&S information clearly and understandably in the workplace.	<input type="checkbox"/>
3.6.6	C	Train workers on occupational (H&S), at least once a year, keep all training records.	<input type="checkbox"/>
3.6.7	C	Train workers engaged in potentially hazardous work on health and environmental risks, keep all training records.	<input type="checkbox"/>
3.6.8	C	Provide clean drinking water	<input type="checkbox"/>
3.6.9	C	Provide clean toilets, hand washing facilities and changing rooms for all workers and showers for pesticide handlers (1:25).	<input type="checkbox"/>
3.6.11	C	Ensure company premises have no obvious defects and are safe, clean and hygienic.	<input type="checkbox"/>
3.6.12	C	Ensure adequate lighting, heating and ventilation in indoor workplaces.	<input type="checkbox"/>
3.6.13	C	Ensure everything electric is properly placed, grounded and professionally inspected for overloading and leakage.	<input type="checkbox"/>
3.6.14	C	Provide escape routes, fire exits, alarms, fire-fighting equipment. Keep fire exits clear.	<input type="checkbox"/>
3.6.15	C	Train new and existing staff in evacuation procedures.	<input type="checkbox"/>
3.6.16	C	Provide emergency first aid facilities, equipment, and trained first aid staff.	<input type="checkbox"/>
3.6.17	C	Ensure reports are compiled on work accidents and subsequent actions.	<input type="checkbox"/>
3.6.18	C	Provide access to healthcare for work related illness or injuries.	<input type="checkbox"/>
3.6.19	C	Ensure that PPE and pesticide application equipment is cleaned after use, stored separately and never taken home.	<input type="checkbox"/>
3.6.20	C	Ensure free medical examinations, at least once a year, for workers handling hazardous chemicals.	<input type="checkbox"/>
3.6.21	C	Do not engage the following in any potentially hazardous work: <ul style="list-style-type: none"> • Under 18 year olds • Pregnant or nursing women 	<input type="checkbox"/>

		<ul style="list-style-type: none"> • Persons with incapacitating mental conditions • Persons with chronic, hepatic or renal diseases • Persons with respiratory diseases. 	
3.6.22	C	<p>Ensure that spray operators:</p> <ul style="list-style-type: none"> • Are thoroughly trained • Are relieved periodically from spraying through job rotation • Rinse all PPE and equipment before removing protective clothing • Shower after spraying • Control and change respirator filters regularly • Calibrate spray equipment regularly as required 	<input type="checkbox"/>
3.6.23	C	Follow applicable re-entry times after spraying pesticides; ensure no access takes place during re-entry period and foliage is dry before re-entering.	<input type="checkbox"/>
3.6.24	C	Provide proper tools and work clothes for all workers appropriate to their tasks, and replace regularly.	<input type="checkbox"/>
3.6.26	C	Appoint and identify a qualified Medical Officer.	<input type="checkbox"/>
3.6.27	C	Maintain full, up to date, documentation on all sicknesses, accidents and proposed actions.	<input type="checkbox"/>
4.1.1	C	Appoint someone to be responsible for environmental development.	<input type="checkbox"/>
4.1.2	C	Raise workers' awareness on environmental development and responsibility.	<input type="checkbox"/>
4.2.1	C	Ensure guidance from an integrated pest management (IPM) expert	<input type="checkbox"/>
4.2.2	C	Implement at least one alternative to pesticide application, and one preventative measure against pests .	<input type="checkbox"/>
4.2.3	C	Monitor the main pests and diseases on the Fairtrade crop establishing when pesticides are justifiable, and avoid pesticide resistance.	<input type="checkbox"/>
4.2.4	C	Provide training to all chemical handlers on hazards of chemical use and on the proper way to handle chemicals and use PPE.	<input type="checkbox"/>
4.2.5	C	Ensure that all workers are aware of the hazards related to pesticides and chemicals.	<input type="checkbox"/>
4.2.6	C	Do not apply pesticides or hazardous chemicals near on-going human activity, keep 10 meter buffer zone.	<input type="checkbox"/>
4.2.7	C	Do not apply pesticides or hazardous chemicals by air above or around areas of human activity or water sources.	<input type="checkbox"/>
4.2.8	C	Store pesticides and other hazardous chemicals in a way that minimizes risk.	<input type="checkbox"/>
4.2.9	C	Ensure that pesticide and hazardous chemical spills and accidents can be contained and handled effectively.	<input type="checkbox"/>

4.2.10	C	Do not reuse empty chemical containers for water or food storage. They must be triple rinsed, punctured and stored properly until disposed.	<input type="checkbox"/>
4.2.11	C	Do not use materials on the Fairtrade Red List on Fairtrade crops	<input type="checkbox"/>
4.2.12	C	If materials on the Red List are used, permission must be granted first by the certification body.	<input type="checkbox"/>
4.2.13	C	Procedures are in place to ensure prohibited materials are not used.	<input type="checkbox"/>
4.2.14	C	Herbicides are only used in the presence of weeds and the lack of alternative controls, as part of integrated strategy and in spot applications.	<input type="checkbox"/>
4.3.1	C	Do not use human sewage sludge for fertiliser.	<input type="checkbox"/>
4.3.2	C	Store fertiliser in a way that ensures no risk of water pollution. Store fertiliser and pesticides separately.	<input type="checkbox"/>
4.3.3	C	Do not use untreated sewage water for irrigation and processing.	<input type="checkbox"/>
4.5.1	C	Do not intentionally use genetically engineered seed or stock for the Fairtrade crop. Put in practices to avoid GM contamination.	<input type="checkbox"/>
4.6.1	C	Avoid negative impacts on protected areas and areas of high conservation value (HCV) inside and outside the farm/production area. Ensure area used for the production of the FT crop comply with national legislation in terms of being agricultural land.	<input type="checkbox"/>
4.6.2	C	Maintain buffer zones around water bodies, watershed recharge areas and between production and areas of HCV. Do not apply pesticides, hazardous chemicals or fertilisers in buffer zones.	<input type="checkbox"/>
4.6.3	C	Ensure sustainable wild harvesting.	<input type="checkbox"/>
5.1.1	C	Identify product as Fairtrade on all sales documents.	<input type="checkbox"/>
5.1.2	C	Keep comprehensive records of Fairtrade sales.	<input type="checkbox"/>
5.1.3	C	Keep processing records.	<input type="checkbox"/>
5.1.4	C	Mark Fairtrade product as Fairtrade.	<input type="checkbox"/>
5.1.5	C	Physically separate Fairtrade products from non-Fairtrade products at all stages.	<input type="checkbox"/>
5.1.6	C	For cocoa, cane sugar, juice or tea producers, physical traceability is not necessary at the processing stage.	<input type="checkbox"/>

5.2.1	C	For newly certified Fairtrade producers, you can sell products as Fairtrade that you have had in stock up to, but not longer than, one year.	<input type="checkbox"/>
5.3.1	C	If Fairtrade publish new minimum prices, fulfil all signed contracts at agreed price.	<input type="checkbox"/>
5.3.2	C	If suspended, do not sign new contracts.	<input type="checkbox"/>
5.3.3	C	If decertified, stop selling immediately	<input type="checkbox"/>
5.3.4	C	Sign purchasing contracts	
5.4.1	C	To use the Fairtrade trademark in wholesale packaging or promotional material, approval must first be obtained.	<input type="checkbox"/>
5.4.2	C	To sell finished Fairtrade products under your own brand with any Fairtrade Mark, a contract with Fairtrade International or National Fairtrade Organization must first be signed.	<input type="checkbox"/>
In Year 1			
1.1.2	C	Share audit results with workers.	<input type="checkbox"/>
2.1.2	C	Multi estates need to provide an overview of the Fairtrade Premium income of the company and how it is distributed as well as the local FPC premium plans.	<input type="checkbox"/>
2.1.4	C	Create terms of reference for the Fairtrade Premium Committee, have them approved by the general assembly (GA) of workers and follow them.	<input type="checkbox"/>
2.1.7	C	For multi estates - ensure that the distribution principles of the Fairtrade premium are transparent and documented.	<input type="checkbox"/>
2.1.15	C	Prepare a Fairtrade Premium plan based on consultations with workers, taking into account the needs of different groups of workers. From this prepare a budget based on expected Premium income, setting priorities.	<input type="checkbox"/>
2.1.16	C	Ensure that the FPC leads a GA at least once a year to approve the Fairtrade Premium plan.	<input type="checkbox"/>
2.1.17	C	Administer Premium funds responsibly. Undertake risk assessments for all major Premium projects, loans and investments.	<input type="checkbox"/>
2.1.18	C	Ensure that the FPC monitors activities and presents a documented annual report on Fairtrade Premium activities to the general assembly of workers.	<input type="checkbox"/>
2.2.1	C	Raise management and workers' awareness about Fairtrade and workers' rights.	<input type="checkbox"/>
2.2.8	C	Ensure access to primary educational for the children of all permanent resident workers.	<input type="checkbox"/>
3.1.4	C	Policy on disciplinary measures established, communicated and put into action.	<input type="checkbox"/>

3.4.10	C	Sign and adhere to the sector collective bargaining agreement (CBA).	<input type="checkbox"/>
3.4.11	C	If no CBA in place, proactively engage in process to enter into one.	<input type="checkbox"/>
3.5.4	C	Wages and benefits are increased to reach Fairtrade International living wage benchmarks. Wage increments are negotiated with worker representatives.	<input type="checkbox"/>
3.5.7	C	Temporary workers employed for three months or more have legal, written contracts of employment.	<input type="checkbox"/>
3.5.21	C	All workers, permanent/temporary, local and migrant receive equal benefits and conditions for equal work.	<input type="checkbox"/>
3.5.23	C	All standard contracting of seasonal/temporary workers is undertaken directly.	<input type="checkbox"/>
3.5.24	C	Workers are only subcontracted for non-regular work or in special circumstances. Contractors must comply with national laws and Fairtrade requirements through written contracts.	<input type="checkbox"/>
3.5.25	C	There are detailed records of subcontracted workers from the contractor.	<input type="checkbox"/>
3.6.3	C	Establish H&S committee, with workers representatives, who meet regularly.	<input type="checkbox"/>
3.6.28	C	Offer regular examinations and check-ups by a medical doctor at least every three years to all workers. Keep individual health records confidential.	<input type="checkbox"/>
4.3.4	C	Only apply fertilisers according to the need of the crop.	<input type="checkbox"/>
4.3.7	C	Implement practices to enhance soil fertility.	<input type="checkbox"/>
4.3.8	C	Evaluate health risks from irrigation water through analysis and act on results of analysis if necessary.	<input type="checkbox"/>
4.3.9	C	Ensure an inventory (map/sketch) of irrigation and processing water is available.	<input type="checkbox"/>
4.3.10	C	Implement procedures for efficient and rational water use.	<input type="checkbox"/>
4.4.1	C	Keep the production site free of hazardous waste, do not dispose of it by burning.	<input type="checkbox"/>
4.4.2	C	Ensure that you have a comprehensive waste management plan in place.	<input type="checkbox"/>
4.6.4	C	No collecting or hunting of rare or threatened species. No alien invasive species introduced.	<input type="checkbox"/>
4.7.1	C	Keep records of non-renewable energy consumption. Use energy more efficiently. Replace non-renewable sources with renewable ones.	<input type="checkbox"/>
In Year 3			

2.1.10	D	Ensure that the composition of the FPC reflects the composition of the workforce.	<input type="checkbox"/>
2.1.14	D	Ensure that the FPC understands the workers needs by meeting and consulting with them on a regular basis, during working hours, to discuss and record project ideas.	<input type="checkbox"/>
2.2.4	D	Train elected worker representatives on labour legislation and negotiation.	<input type="checkbox"/>
2.2.5	D	Provide opportunity for staff to develop skills and qualifications.	<input type="checkbox"/>
2.2.6	D	Give special attention to the empowerment of women.	<input type="checkbox"/>
2.2.7	D	Undertake activities to achieve equality in the workplace, addressing disadvantaged and minority groups.	<input type="checkbox"/>
2.2.9	D	Implement measures to improve the education of all workers' children.	<input type="checkbox"/>
3.1.8	C	Sufficient records of all terminated contracts kept.	<input type="checkbox"/>
3.3.5	C	If there is a risk of child labour, procedures are put into action to address it.	<input type="checkbox"/>
3.5.17	D	Increase paid maternity leave until it reaches 12 weeks.	<input type="checkbox"/>
3.5.20	D	Work towards all permanent workers having a provident or pension scheme.	<input type="checkbox"/>
3.5.28	C	Housing provided for workers ensures safety, decency, privacy, security and hygiene.	<input type="checkbox"/>
3.6.4	D	Carry out regular H&S risk assessments	<input type="checkbox"/>
3.6.25	D	Provide free occupational health care to all workers.	<input type="checkbox"/>
3.6.29	D	Provide workers with free and regular medical care from an on-site dispensary, with regular access to a doctor.	<input type="checkbox"/>
4.2.15	C	Record pesticides used in detail.	<input type="checkbox"/>
4.3.5	D	Identify any land at risk, or already eroded and take suitable measures to control erosion.	<input type="checkbox"/>
4.3.6	D	Identify land with where ground cover is needed and put a plan in place to establish cover.	<input type="checkbox"/>
4.3.11	D	Keep informed and engaged in the area's water situation.	<input type="checkbox"/>
4.3.13	C	Ensure that waste water is handled from processing facilities in a way that does not have a negative impact on water quality, soil or food safety.	<input type="checkbox"/>
4.4.3	D	Use organic waste in a sustainable way, allowing the nutrients to be recycled.	<input type="checkbox"/>

4.6.5	D	Participate in local/regional environmental projects/have a biodiversity plan.	<input type="checkbox"/>
4.6.6	D	Evaluate agro-forestry systems and agricultural diversification, if applicable.	<input type="checkbox"/>
In Year 6			
2.2.9	D	Provide support for crèche facilities for the children of workers.	<input type="checkbox"/>
3.6.10	D	Provide suitable areas where workers can rest, and canteens with cooking facilities.	<input type="checkbox"/>
3.6.30	D	Establish a policy, in local context, to prevent and deal with major contagious diseases	<input type="checkbox"/>
4.3.12	D	Use best available technology for irrigation and processing to optimize volumes of water.	<input type="checkbox"/>
4.7.2	D	Research and implement practices to reduce GHG emission and increase carbon sequestration.	<input type="checkbox"/>

Annex 2 What is Risk?

Risk is the potential effect of uncertainty on project objectives.

Risk management has four essential parts to it: the risk assessment, which includes identification and analysis, or assessment of risks in a project, the subsequent action or response, and finally the evaluation of risks and responses. In other words, in order to manage the risks involved with any project, a risk assessment needs to be carried out to enable you to act on the finding.

The process of risk management is basically a structured way to think about risk and how to deal with it and can be broken down into the progression shown with communication at its core.

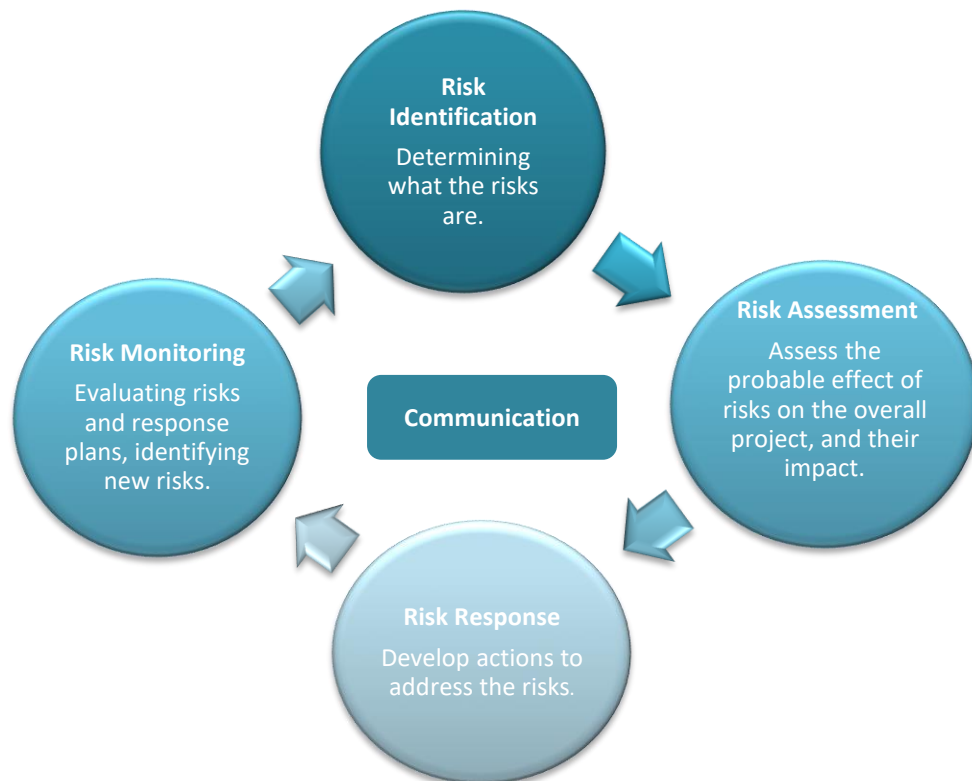


Figure 1: Risk Management Process

For any major project that is to be carried out, understanding the potential risks that might affect the project is an important factor in the initial design and set up. For some larger projects, loans and investments, risk management is complicated, but often even a simple exercise can be carried out to highlight areas of risk and enable better set and management.

Note: What is classed as a major project by the FPC should be decided and approved through the GA.

Below are some steps that can be followed to enable a very simple risk assessment to be done and integrated in to the management of a project.

Risk identification: - identifying and documenting all the risks that can affect the project

These can be either negative or positive. Negative risks can be potentially harmful to the project and will generally be avoided, whereas positive risks are those that are initiated because they might provide a potential opportunity, although this might also have the potential to fail.

Any risks that could affect the project either in a negative or positive way need to be identified and then ideally put into different categories for clarification.

Categories should not be too broad or specific, but appropriate to allow the risk to be identified with ease, they can be either external or internal factors that might have an effect on the project. The categories chosen should be unique to the project itself.

Once risk categories have been identified, specific risks need to be identified from each category. This should be done by the members of the FPC and other stakeholders through brainstorming sessions, focus group discussions or specific interviews e.g. If the project was to build a new school laboratory, it would be useful to interview the science teachers, or the local education officer.

Table 1. Examples of risk categories

Economic/financial	Exchange rate fluctuation Interest rates instability Market development adversely affect project
Organizational	Poor leadership Lack of communication No clarity of roles and responsibilities Clash of personalities Lack of qualified personnel
Technical/operational	Inadequate design and planning Unclear expectations
Political	Change of Government War Interference by politicians
Environmental	Natural disasters
Project management risk	Lack of planning Unrealistic schedules Delays in the approval of project documents

Each identified risk should be written in a way that describes what the cause of the risk is, what the risk is and what its impact might be on the project, so that appropriate responses can then be given. For example, due to there being no chemistry teacher at the school to advise, there is a risk that the laboratory will not have all the necessary design specifications and therefore the schools expectations will not be met.

The risk identification process needs to continue through the entire life of the project as it evolves over time. Initially risks might involve funding, while later on they might involve more operational aspects such as budgeting and scheduling.

Risk assessment: - determining the probability that risks will occur, estimating their potential impact, and prioritizing risks

Having identified the risks, the next step is to quantify them by:

- Prioritising risks according to their probability and impact
- Identifying the risk tolerance; which risks are acceptable and which needs to be managed.

A risk map or matrix is usually used to help to assess the risks, using a scoring system to identify the likelihood of the risk occurring and the impact that it might have should it occur.

An example is given below of a simple system that could be used.

First define your scoring system, for example

Table 2 Probability of risk

Points	Probability of risk occurring	Definition
3	High	Expected to occur, more than even chance.
2	Medium	Quite possible that it will occur, even chance.
1	Low	Very unexpected and unlikely to occur.

Table 3 Impact significance

Points	Impact of risk	Definition
3	High	Impact can make a significant difference
2	Medium	Impact can make a difference
1	Low	Can have an impact but it is manageable.

Next assign each of your risks a probability and an impact and multiply them:

probability = 1; impact = 3; $3 \times 1 = 3$

Then add them into your risk matrix.

Table 4 Example of a Risk Matrix

Impact	Probability			
		Low 1	Medium 2	High 3
High 3				
Medium 2				
Low 1				

Risk tolerance will have to be established, i.e. what needs to be actively managed, what will be monitored and what is below the tolerance levels.

In this case, where the probability is high and so is the impact, the score would be 9 and this would be considered a major risk and would need to be actively managed. Slightly less of a concern would be risks that were scored at 4 and 6, and these could be monitored and reviewed. Of even less concern would be risks that were assigned values of 1, 2 and 3.

Risk response: - deciding what actions are needed to reduce or remove threats, particularly those with high-probability and high-impact.

If a risk is identified to be above the risk tolerance line, a response or a strategy is needed to address it. Any of the following options might be used as a way to respond to the risk.

Terminate/Avoid – Don't deal with the risk e.g. if the project area was decided to be insecure, then you might choose not to do it in that area.

Transfer – Share the risk by involving stakeholder or other party e.g. by taking out insurance to transfer the risk to the insurance company.

Treatment/Mitigation – Act to reduce the probability and/or impact of a potential risk e.g. adjust or revise certain activities.

Tolerate/Accept – If the risk is below the defined toleration level, you might choose not to take any action.

Once the risk response activities have been selected a risk management plan should be prepared to determine the ways in which the risk responses are put into action and to plan for adequate resources for the risk assessment.

For small projects the risk management plan might be as simple as a documented list of the risks that have been flagged or identified as needing to be actively managed. The list should be kept updated as the project develops.

For larger projects a risk register can be produced which will give much more details. An example is given below:

Table 5 Example risk register

Category	Risk	Current status	Probability	Impact	Score	Response	Who	When
Organizational	Lack of communication leads to mistrust	Actively monitored	2	2	4	Treatment – ensure that meetings take place regularly and minutes are communicated	FPC and FTO	All Year
Operational	Design might not be appropriate due to lack of technical expertise	Resolved	3	3	9	Treatment – consult with an expert from the local education department for technical expertise.	Project Manager	Q1

Risk monitoring: responding to risks as they occur and ensuring proper risk management procedures are being followed, as well as the continual identification of new risks

Regular risk reviews should be carried out throughout the life of the project to identify any new risks that might threaten the project, and also to ensure that the previously identified risks are being appropriately managed or corrected. It is better to have a system which will prevent the further reoccurrence of the risk. The risk register is a good tool for this, and if developed at the onset of the project then it can be used throughout the project.