

Explanatory document for reporting requirement 3.1.4 for banana companies

- Valid for year 2025 -

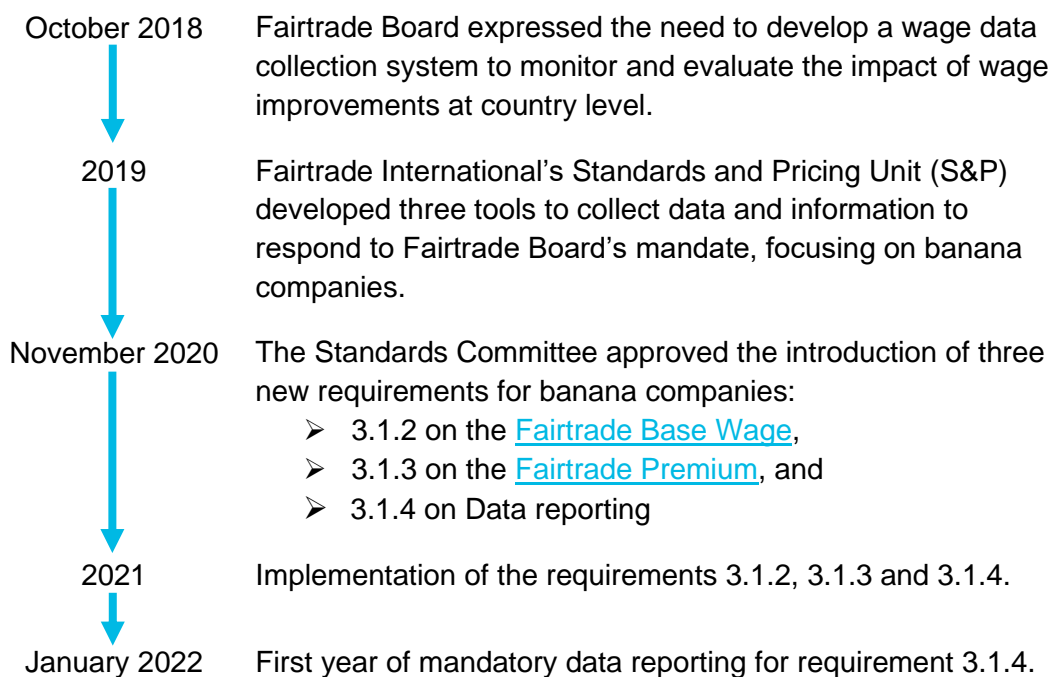
The objective of this document is to provide answers to questions concerning the requirement 3.1.4 of the [Fairtrade Standard for Fresh Fruit](#).

Abbreviations

CLAC	Latin American and Caribbean Network of Fair Trade Small Producers and Workers (<i>Coordinadora Latinoamericana y del Caribe de Pequeños(as) Productores(as) y Trabajadores(as) de Comercio Justo</i>)
form 3.1.4	Form for reporting data to comply with the requirement 3.1.4 of the Fairtrade Fresh Fruit Standard
LW	Living Wage ¹
S&P	Standards and Pricing Unit

Background

Q1: When and why was the requirement 3.1.4 introduced?



¹ Fairtrade, as a member of the [Global Living Wage Coalition](#), defines a 'living wage' as the remuneration received for a standard work week by a worker in a particular place sufficient for the worker and her or his family to afford a decent standard of living. 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.

Requirement 3.1.4

Q2: Who has to comply with the requirement 3.1.4?

Each and every certified banana company has to comply with the requirement 3.1.4.

Q3: How do I comply with the requirement 3.1.4?

To comply with this requirement, you need to download the [form 3.1.4 v2025](#), fill it in – providing correct data and information - and submit it.

Q4: Who should fill in the form 3.1.4?

Given the variety of information requested (listed below in question Q5), it is recommended that form 3.1.4 is completed by the banana company owner or manager with the support of the heads of accounting, human resources and production.

Q5: Which data is collected?

The following data are collected in the form 3.1.4:

- a) General information on the company: country and FLO ID number
- b) Information on the banana plantation: type of production, number of farms, area under production and productivity
- c) Number of workers: by area of work, salary structure and time worked

Q6: When should I submit the filled in form 3.1.4?

To comply with requirement 3.1.4 of the Fairtrade Fresh Fruit Standard you must submit the duly completed form no later than **31 December**, every year. However, it is recommended to do so during the first and second quarter of the current year so that your information can be considered in the database used to develop the proposals for: a) the Living Wage Differential (LWD) and b) the Living Wage Reference Price (LWRP).

Forms 3.1.4 reported in quarters 3 and 4 of the current year do not generate a non-conformity during an audit, however, the information reported cannot be taken into account in the development of the price proposals since they are received after the deadline for their development.

Q7: What do we do with the collected data?

Once the data is collected and compiled, **CLAC** identifies and eliminates inconsistencies based on reference indicators defined by the technical team. Using the consistent data, the data set that represents a country is defined. The analysis is not performed at the individual producer level, nor for a group of producers supplying a trader.

Q8: Who comprise the technical team?

The technical team is formed by members of Fairtrade International's S&P unit and CLAC.

How to fill in the form 3.1.4

Q9: How do I visualize all fields in the form 3.1.4?

Once you downloaded the [form 3.1.4](#), you should look for the Excel sheet with the initials of your country or enter the sheet "Instructions" and follow the instructions.

Q10: Which is the reporting period?

All data and information submitted in the form 3.1.4 must be for the current year, with the most up-to-date information possible. For example, if you submit form 3.1.4 in March 2025, the data should be from January 2025 to March 2025. The most up-to-date data is requested because the living wage differential (LWD) calculations are based on the current year's living wage benchmark (LWB).

Q11: Who should I contact if I have any questions?

If you have any problems or questions with regard to the form 3.1.4, please contact us at freshfruit314reporting@fairtrade.net.

Submitting the form 3.1.4

Q12: To whom should I send the filled in form 3.1.4?

Once you have entered all the information requested in the form 3.1.4 mail it to the **Pricing unit**: freshfruit314reporting@fairtrade.net.

Q13: How do we process your form 3.1.4?

On receipt of your form, the S&P unit will verify that all relevant fields in the form have been filled in.

- a) If the form is incomplete or has typos, you will receive an email with the request to provide the missing information and resubmit the form.
- b) If the form was duly completed, you will receive a **confirmation email** indicating that it was accepted.

Q14: Which document can I use as proof of compliance with the requirement 3.1.4?

The **confirmation email** can be used as proof of compliance during an audit.

Data sharing

Q15: Who has access to the reported data?

All data and information reported in the form 3.1.4 are confidential. Only the technical team has access to them. Members of the technical team are legally bound by a non-disclosure agreement to protect data confidentiality and privacy.

No third-party (e.g. National Fairtrade Organisation or retailer) can access your data, unless you explicitly give your written consent to share it.

Change history

Date of publication	Changes
28.06.2021	First explanatory note for the form 3.1.4 is introduced.
20.01.2023	Restructuring of the explanatory note. Additional background information is included. More information is given on the data reporting process. Clarity is provided on the status and quality of the data collected in the form 3.1.4. Addition of a glossary and timeline.
12.03.2025	Revision and simplification of form 3.1.4 (form 3.1.4_v2025). The explanatory note was adjusted to the changes in the form and reporting times.