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Fairtrade Standard for Tea

Applies to: Hired labour organizations and traders

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For further information and standards downloads:
www.fairtrade.net/standards.html



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Introduction

How to use this Standard

The Fairtrade Standard for Tea covers the requirements which are specific to tea hired labour organizations and traders.

Fairtrade tea companies must comply both with the [Fairtrade Standard for Hired Labour](#) and the Fairtrade Standard Tea. For companies this standard complements, and should be read together with, the [Fairtrade Standard for Hired Labour](#).

Fairtrade tea traders must comply with both the [Fairtrade Trader Standard](#) and Fairtrade Standard for tea. For traders this standard complements, and should be read together with, the Fairtrade Trader Standard.

In cases where this standard differs from the Fairtrade Standard for Hired Labour or the Fairtrade Trader Standard on the same topic, the requirements presented in this standard apply.

Product description

This Standard covers the purchase and sale of tea and instant tea from the *Camellia* plant.

This standard also covers secondary products and their derivatives. A secondary product can be a by-product, a co-product or a residue produced in the country of origin.

The definition of secondary products is included in the [Fairtrade Trader Standard](#). An explanatory note for secondary products and a non-exhaustive list of products fitting in the secondary products definition is available on the [Fairtrade International website](#).

Price and Fairtrade Premium

Fairtrade Minimum Prices (FMP) and Premium levels for Fairtrade products are [published separately](#) to the product Standards.

There are no Fairtrade Minimum Prices defined for secondary products and their derivatives. Sellers of the product and its next buyers negotiate prices for secondary products and their derivatives. A default Fairtrade premium of 15% of the negotiated price is paid in addition.

Structure

The Fairtrade Standard for Tea has **five chapters**: General Requirements and Commitment to Fairtrade, Social Development, Labour Conditions, and Trade.

In each chapter and section of the standard you will find:

- The **intent** and scope which introduces and describes the objective and defines the scope of application of that chapter or section;
- The **requirements** which specify the rules that you must adhere to. You will be audited according to these requirements; and
- The **guidance** provided to help you to interpret the requirements. The guidance offers best practices, suggestions and examples of how to comply with the requirement. It also gives you further explanation on the requirement with the rationale and/or intention behind the requirement. You will not be audited against guidance.



Requirements

In this standard you will find one type of requirement:

- **Core requirements** which reflect Fairtrade principles and must be complied with. These are indicated with the term 'Core' found in the column on the left throughout the standard.

Scope

This standard applies to all Fairtrade tea hired labour companies and all companies that buy and sell Fairtrade tea. All operators taking ownership of Fairtrade certified products and/or handling the Price and Fairtrade Premium are audited and certified.

For tea from the *Camellia* plant from India, the geographical regions are defined as follows:

'**North India**' refers to teas grown in Assam, West Bengal, Tripura, Bihar, Uttaranchal, Himachal Pradesh, Manipur, Sikkim, Arunachal Pradesh, Nagaland, Meghalaya, Mizoram, Orissa states, with the exception of Darjeeling teas.

'**South India**' refers to teas grown in Kerala, Tamil Nadu and Karnataka states, with the exception of Nilgiri teas.

'**Nilgiri**' refers to teas of that name, grown in the Nilgiris mountains of Kerala and Tamil Nadu at altitudes broadly ranging between 1000-2500m.

Different requirements apply to different companies depending on their role in the supply chain. You can find if a requirement is applicable to you in the column "**Applies to**".

Application

This version of the Fairtrade Standard for Tea was published on 23.07.2021 and is applicable from 1 April 2022. This version supersedes all previous versions and includes new and changed requirements. New requirements are identified in this Standard by the word "**NEW 2022**". The guidance of various requirements was also revised; details about these changes can be found in the [main changes](#) document

Organizations that start their certification on or after the 1 April 2022 will need to comply with all applicable requirements. Organizations that are certified before 1 April 2022 will need to comply with all applicable requirements following their regular certification cycle. The transition period is as follows:

- Requirements marked **NEW 2022***: applicable from 1 April 2023

Definitions

Company: In this standard, company refers to the Hired Labour operator certified to sell tea as Fairtrade.

Crush, tear, curl (CTC) is a method of processing tea in which the leaves are passed through a series of cylindrical rollers with hundreds of sharp teeth that crush, tear, and curl the tea into small, hard pellets. CTC grades are: Broken, Fannings and Dust.

Exporter: is an organization that buys, sells and/or manufactures/processes the tea in the country of origin.

Orthodox tea refers to loose-leaf tea that is produced using traditional (or orthodox) methods of tea production, which involve plucking, withering, rolling, oxidation/fermentation and drying. Orthodox grades are: Whole leaves, Broken, Fannings and Dust.

Retro-certification occurs when a Fairtrade payer buys tea from a Fairtrade producer or exporter under ordinary, conventional market conditions (non-Fairtrade), and at a later stage converts it into a Fairtrade product.

For a comprehensive list of definitions see the [Fairtrade Standard for Hired Labour](#) and the [Fairtrade Trader Standard](#).

Monitoring of changes

Fairtrade International may change Fairtrade standards as explained in Fairtrade International's Standard Operating Procedures, see (www.fairtrade.net/standards/setting-the-standards.html). Fairtrade Standard requirements can be added, deleted, or changed. If you are Fairtrade certified, you are required to check the Fairtrade International website regularly 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 check the compliance criteria and certification policies on the certification body's website regularly at www.flo-cert.net.

Change history

Version number	Date of publication	Changes
23.07.2021_v2.0	23.07.2021	<p>Full review of the standard, alignment with the Hired Labour and Trader Standard.</p> <p>New requirements:</p> <ul style="list-style-type: none"> - on gender policy, monitoring, prevention, and remediation of forced labour and gender based violence and on decent youth employment; on certification and commitment to Fairtrade through Fairtrade Compliance Committee; on treatment and compensation and regular assessment of housing washing and sanitary facilities; approval and reporting of sustainability margin use, compliance with national law and records-keeping of retro-certified volumes by exporter. <p>Revised requirements and guidance:</p> <ul style="list-style-type: none"> -on forced labour indicators, child labour and hazardous work trade union/elected worker representatives training, raising awareness about Fairtrade, audit results shared with workers, on annual general assembly to include other workplace committees, terms and conditions in temporary worker contract. health and safety risk assessment, worker housing and sanitation facilities, extended scope sustainability margin to organic teas and pre-finance. <p>Deletion of requirements on premium use in Darjeeling.</p> <p>Addition of definition section, simplification of wording, reorganization of requirements, deletion of redundancies, added or improved guidance, new standard design.</p>
23.07.2021_v2.1	19.12.2024	Added reference to the interpretation note on requirement 1.2.1



1. General Requirements and Commitment to Fairtrade

Intent: To provide the necessary framework for effective implementation of the Standard. This includes commitment to Fairtrade values and to a transparent process.

1.1 Certification

1.1.1 **NEW 2022** Audit results shared with workers

Applies to: Companies	
Core	Your company shares audit results with workers following each audit in a format and language accessible to workers. The report is explained in words at the General Assembly.
Year 1	Worker representatives join the audit opening and end meeting in order to increase worker involvement and understanding in the process of compliance.
<p>Guidance: This requirement replaces the 1.1.2 requirement in the generic Hired Labour standard. Time should be allowed for representatives to be able to share final results (closing report) of the audit report with all workers. This is an opportunity to discuss audit results with workers and generate ideas for compliance actions. Worker representatives are in this case trade union representatives and members of workplace committees.</p>	

1.1.2 **NEW 2022** Compliance with national law

Applies to: Companies	
Core	It is your company's responsibility to be aware of the applicable national legislation on the topics covered by this standard in your country and there are no indications of its violation.
Year 0	
<p>Guidance: Fairtrade requires that companies always abide by national legislation on topics covered by this standard (e.g. labour conditions, environmental requirements etc), unless that legislation conflicts with internationally recognized standards and conventions in which case those higher criteria prevail. Also, if Fairtrade standards ensure more favourable conditions for workers, then they prevail. The same applies to regional and sector-specific practices.</p>	

1.2 Commitment to Fairtrade

1.2.1 **NEW 2022** Fairtrade Compliance Committee composition

Applies to: Companies	
Core	A Fairtrade Compliance Committee (FCC) is created with the purpose of engaging the workers from existing established workplace committees in the implementation of the requirements in this standard.
Year 1	



	<p>The Fairtrade Compliance Committee is formed at estate level and consists of worker representatives - 1 member representative and 1 chair from each of the workplace committees in place:</p> <ul style="list-style-type: none"> - Occupational health and safety committee - Women’s committee - Fairtrade Premium Committee <p>The FCC members are democratically elected by workers and elect the FCC chair. An up-to date list of FCC members is posted and accessible to all workers in the workplace. In the case of multi-estates there are FCCs at each affiliated plantation to the multi-estate. There may also be a central FCC at the head office.</p> <p>If present, trade unions representing workers in the company or, in their absence, a works council, are invited to take a seat in the Compliance Committee, one for each trade union. If a single trade union represents the workforce, two of their representatives can attend.</p> <p>See the Interpretation note for more information on how the compliance to this requirement will be checked.</p>
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Guidance: As part of the agreed tasks (req. 1.2.1 HL) Fairtrade officer acts as a liaison between workplace committees to support establishing the compliance committee.

It is recommended that the Fairtrade Compliance Committee has and follows terms of reference, that defines its composition and the aim.

See generic HL standard to check scope of workplace committees: Occupational health and safety committee (*requirement 3.6.3*), Women’s committee (see requirement 3.5.27), Fairtrade Premium Committee (*see requirement 2.1.1.*)

1.2.2 **NEW 2022*** Fairtrade Compliance Committee tasks

Applies to: Companies	
Core	The tasks of the FCC include, but are not limited to:
Year 3	<ul style="list-style-type: none"> • Meeting at least once a year to carry out the evaluation of provided services/conditions under prioritized areas against the required in Fairtrade standard (see requirement above) • Document findings of evaluation in a report using the template • Share the report with management • Present the report to workers in the General Assembly with an opportunity for management to share their follow-up activities • Meeting with auditors to discuss the work of the committee during the audit
<p>Guidance: The committee members are free of any pressure, undue influencing or repercussions from management in relation to their committee activities.</p> <p>The meetings are carried out annually with the following purpose and structure:</p> <p>First meeting: to discuss and prepare a plan for worker representatives to work on compliance check evaluation;</p> <p>Second meeting: to report and discuss the findings from the compliance check. For this meeting, representatives of trade unions are invited and representative of any other relevant organizations the members consider appropriate. Reports in 2 copies with results of the compliance check are validated by chairs of committees (3 signatures).</p>	



Third meeting: the committee presents the report to a general assembly of workers and management has the opportunity to comment on the report and their follow-up

One copy of the report is submitted to the senior management and one copy remains with FCC.
Organizations certified before 1 April 2022 have to comply with this requirement by 1 April 2023.

2. Social Development

Intent: To lay the foundations for worker empowerment and development to take place.

2.1 Management of Fairtrade Premium

Intent and scope: To ensure that the direct beneficiaries of Fairtrade, through the Fairtrade Premium in particular, are workers and their families and the communities they live in. This includes permanent, migrant, seasonal and temporary workers.

For tea from the *Camellia* plant the Fairtrade Premium must be used according to the conditions set out in the Fairtrade Standard for Hired Labour and in section 2.1 of this Standard.

2.1.1 **NEW 2022** Sustainability margin scope

Applies to: Companies

Core	For conventional and organic teas from the <i>Camellia</i> plant made using the CTC production method, “fannings” and “dust” made using the orthodox production method, and the instant tea derived from these teas - up to 20% of the Fairtrade Premium can be deducted from the Fairtrade Premium and paid to the estate. This amount is called the sustainability margin. The estate must use it to support improvements in working conditions as part of ongoing certification and compliance with Fairtrade Standards covering the costs that go beyond statutory obligations and/or for the wider benefit of workers. Where applicable, split payment between the Fairtrade Premium paid to the Fairtrade Premium Committee (80%) and to the estate (20%) needs to be clearly documented, for example by two separate bank payments, or by invoicing the sustainability margin with the price of goods.
Year 0	

2.1.2 **NEW 2022** Sustainability Margin approval and reporting

Applies to: Companies

Core	The Fairtrade Premium Committee (FPC) approves the purpose to use Sustainability Margin. The estate management submits the report (s) on the use of SM at the GA and to the FPC.
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Year 0	<p>The SM can be spent only on projects or activities under Fairtrade certification that benefiting workers directly and support improvements to living conditions and services to workers.</p> <p>If the SM is used on infrastructure projects, the company provides at least 50% of the total costs from their own resources as matching funds.</p>
<p>Guidance: Activities or projects should benefit, as far as possible, all groups (e.g. including migrant and seasonal/temporary workers, women and men etc.)</p> <p>A sustainability margin plan to include at least:</p> <ul style="list-style-type: none"> - 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 and FPC <p>The report to include at least:</p> <ul style="list-style-type: none"> - Details on value of SM and total Fairtrade Premium income received, clearly showing it is up to 20% of FP - A description of project that was planned, and if it is on-going or has been concluded - Details of actions carried out and if not carried out an explanation - timing - Costs of the project, clearly indicate the SM did not exceed 50% of the total cost of the project - Further actions 	

2.1.3 **NEW 2022** Annual general assembly held by the Fairtrade Premium Committee and other workplace committees

Applies to: Companies	
Core	Your company ensures that the Fairtrade Premium Committee leads a general assembly (GA) of all workers at least once a year.
Year 1	<p>The purpose of the GA is to report on (see 2.1.18) and democratically approve the Fairtrade Premium plan (2.1.15), and to receive a report from the various committees in the workplace required by Fairtrade standards.</p> <p>A general assembly is held for all workers to attend with proper notification</p>
<p>Guidance: A general assembly is held for all workers to attend with proper notification, during which committees on Health & Safety, Gender, Fairtrade Premium and Compliance will provide a report.</p>	

2.2 Capacity building

2.2.1 **NEW 2022** Raising awareness about Fairtrade

Applies to: Companies	
Core	Your company raises awareness about Fairtrade at all levels to ensure that workers understand the benefits of Fairtrade, in particular:
Year 1	<ul style="list-style-type: none"> • The benefits of the Fairtrade Premium;



	<ul style="list-style-type: none"> The different functions, duties and positions of the Fairtrade Premium Committee, other Fairtrade related workplace committees, and trade union/elected worker representatives. Commitments under Fairtrade standards <p>Your company ensures that the management at all levels, including supervisors, understands the implications of Fairtrade for the company's operations (e.g. time needed for meetings during working hours).</p>
<p>Guidance: For commitments under Fairtrade standards refer to section 1.2 and requirement 1.2.2 in generic Hired Labour standard.</p> <p>'All levels' includes senior and middle management, supervisors, workers including migrant and temporary workers and their representatives (e.g. unions, committees). Management and supervisors that have been recruited from outside the company have to be specifically trained in Fairtrade upon their employment. The local point of contact can support training on workers' rights and duties (see 3.4.2).</p> <p>Examples of commitments include commitment to related to terms and conditions of employment, on adopting a child rights, commitment to adopting an open and positive attitude to workers organizing themselves, commitment to Freedom of Association, rights of women, youth, etc.</p> <p>Best practice is that posters or similar materials with the commitments should be displayed in prominent positions where they are visible to all workers. These materials should be available in the language that workers understand.</p>	

2.2.2 **NEW 2022** Training trade union/elected worker representatives

Applies to: Companies	
Core	Trade union/elected worker representatives are trained on
Year 1	<ul style="list-style-type: none"> labour legislation participatory structures under Fairtrade standards (FPC, FCC) e.g. worker representation, including representation of women labour requirements in Fairtrade standards as far as they differ from local law <p>Workers, managers and supervisors are trained on rights at work including rights of women.</p> <p>Members of Compliance, Health & Safety, Fairtrade Premium and Women's Committees receive regular training on relevant topics that they are asked to propose themselves.</p> <p>Training takes place during working hours and on an annual basis.</p> <p>Your company records all training activities. Records include information on topics, time, duration, names of attendees and trainers.</p>
<p>Guidance: This requirement replaces the 2.2.4 requirement in the generic Hired Labour standard. Training can be provided by trade unions, labour rights organisations or independent labour rights experts selected by the Producer Network in consultation with Fairtrade International. Training providers cannot be chosen by individual companies.</p> <ul style="list-style-type: none"> – Training for workers will support empowerment. – Training of supervisors will support respect for workers' rights and effective employee relations. – Training of trade union/elected representatives will support quality of representation. 	

3. Labour Conditions

Intent: to ensure decent working conditions.

3.1 Freedom from discrimination

Intent and scope: to prevent discrimination in general against all workers based on ILO Conventions.

3.1.1 **NEW 2022** No tolerance of Gender Based Violence and other forms of harassment

Applies to: Companies	
Core	Your company does not engage in, support, or tolerate behaviour, including gestures, language, and physical contact, that is sexually abusive and intimidating, bullying or exploitative.
Year 0	Your company identifies and prevents such practices.
<p>Guidance: This requirement replaces the 3.1.5 and complements to requirement 3.1.6 on sexual harassment policy in generic Hired Labour standard.</p> <p>Gender Based Violence (GBV) is an umbrella term for any harmful act that is perpetrated against a person based on socially and/or biological ascribed (gender) differences between female and male identities.</p> <p>Company is expected to respect and abide by applicable law in relation to gender-based violence and harassment and to take action towards prevention and elimination and adequately responding to all reports and incidences, ensuring a survivor/victim-centred approach that prioritizes the rights, needs, and wants of the survivor/victim.</p> <p>Examples of gender-based violence:</p> <ul style="list-style-type: none"> - Threats of violence; - Physical, emotional and psychological violence - Coercion - Arbitrary deprivation of liberty - Economic deprivation or exploitation; - Dowry-related violence; - Sexual exploitation; Sexual harassment - Trafficking; - Forced prostitution <p>Examples of other forms of harassment indicators:</p> <ul style="list-style-type: none"> - Bullying - Forced marriage <p>Best practice is that the organization builds its capacity to understand GBV and other forms of harassment and strengthen its capability to ensure that such threat or harm is eliminated. Where this is not possible it is recommended to seek the support of local expert rights based organisations to provide the organization assistance in eliminating such practices.</p> <p>The policy can also be linked to a broader policy against any form of discrimination or to the gender policy (see requirement 3.1.4 in generic Hired Labour standard and 3.1.3 'Gender policy' in this standard).</p>	

3.1.2 **NEW 2022*** Gender Based Violence remediation

Applies to: Companies	
Core	



Year 1	<p>If discrimination is identified, including gender based violence and other forms harassment and/or abuse, you remediate ensuring prolonged safety. Your company continuously monitors and responds to these practices.</p>
<p>Guidance: The remediation includes safe withdrawal and prevention.</p> <p>When GBV cases are identified the organization is expected to:</p> <p>a) provide safety to the reporting party (e.g. no job loss, threatening or penalty), and b) to safely remediate impacted persons, following applicable and relevant law (e.g., you could be required to report sexual harassment or abuse, forced labour or human trafficking cases to national protection agency for follow-up).</p> <p>This includes ensuring the prolonged safety of the individual (s), implementing relevant policies (see requirement 3.1.6 in generic Hired Labour standard), procedures, monitoring and remediation system to prevent GBV and other forms of harassment.</p> <p><i>Prolonged safety</i> means keeping the impacted person/s free from risk of or actual harm or danger.</p> <p>You must use a rights approach to remediate cases to ensure you do no further harm to impacted persons. "Do no harm" - is to avoid exposing people to additional risks through remediation actions taken.</p> <p>The following considerations should be given to remediation efforts and could be inputted into your company procedures:</p> <ul style="list-style-type: none"> • Whether the action taken follows or will breach applicable laws or regulations; • Involvement of trusted family members, work colleague, community actors, national or district level government actors, expert NGOs, trade unions and/or PN to ensure autonomy and reliance on the impacted person's capacity to take control of their future. <p>Your policy can address the issue individually or be linked to a broader policy against exploitation, abuse, violence or neglect. Best practice is that the organization builds its capacity to understand child labour, forced labour, gender based violence and other forms of abuse and strengthen its capability to ensure that such harm is eliminated. Where this is not possible it is recommended to seek the support of local expert rights based organisations to provide the organization assistance in eliminating such and to ensure safe remediation and effective prevention.</p> <p><i>Organizations certified before 1 April 2022 have to comply with this requirement by 1 April 2023</i></p>	

3.1.3 **NEW 2022** Gender policy

Applies to: Companies	
Core	You develop and implement a gender policy which is applicable to management, workers (including temporary/seasonal workers), subcontractors and job brokers.
Year 1	<p>You ensure management and workers are trained, including job brokers or contractors, and aware of this policy, its contents and application (including documentations generated by policy such as trainings, reports and other).</p> <p>You ensure that women, including young persons (18-24 years) are involved in the implementation and periodic review of the policy.</p> <p>The policy must be signed and senior management must be accountable for it.</p>
<p>Guidance: Gender equality is the concept that all persons, women, men, transgendered people, girls and boys, are free to develop their abilities and do not make choices based on negative stereotypes of females, gender neutral persons or males or treat differently or less favourably or to a higher standard because of a person's gender or because the person is affiliated with a group that is associated with a particular gender or because a person acts/present themselves in a way that does not conform to traditional ideas of femininity or masculinity.</p> <p>Best practice: Gender inclusive organization enables fundamental principles and rights at work, creates greater employment and income opportunities for workers, enables social protection and strengthens social dialogue between men, women, transgendered persons, girls and boys, management and workers and other groups that experience inequality in workspace.</p> <p>Gender empowerment is an expansion in person's ability to make strategic life choices in a context where this ability was denied to them</p>	



The general aim of the policy is to promote women’s empowerment and gender equality at all levels of the organization (e.g. supervisory, management etc). In particular, it intends to increase women’s active and equal participation in Fairtrade and to empower more women and girls with opportunities to access equitable benefits of Fairtrade.

As a best practice the policy includes a statement from the organization committing to women’s and girl’s empowerment and gender equality, the purpose of the policy, scope, actions to make it known, awareness raising and training activities, implementation and monitoring and respond.

Examples of topics that can be included in the policy are: promotion of participation of women (workers), Premium Committee, Gender Committee, leadership positions; measures against sexual harassment; a grievance mechanism for addressing complaints; a whistleblowing policy; collection and use of gender disaggregated data (members, training and awareness training sessions and supervisory positions).

The policy can also be linked to a broader policy against any form of discrimination or based on ethnicity, age etc. or covering other relevant groups (e.g. youth, workers, families) or requirement 3.1.1 (on GBV and other forms of harassment/abuse)

For trainings, organizations certified before 1 April 2022 have to comply with this requirement by 1 April 2023

3.2 Freedom from forced and compulsory labour

Intent and scope: This section intends to prevent forced or bonded labour, including trafficking and sexual exploitation based on ILO Conventions.

3.2.1 **NEW 2022** No forced labour

Applies to: Companies	
Core	Your company does not directly or indirectly engage in, support or tolerate forced labour, including bonded or involuntary prison labour. You explain this to all workers.
Year 0	Your company identifies and prevents such practices.
<p>Guidance: “Forced or compulsory labour shall mean 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” (C29 Article 2)</p> <p>The following indicators developed by ILO can help you to assess if your organisation is at risk of forced labour.</p> <ul style="list-style-type: none"> - Abuse of vulnerability; - Deception; - Restriction of movement; - Isolation; - Physical and sexual violence; - Intimidation and threats; - Retention of identity documents; - Withholding of wages; - Debt bondage; bonded labour, labour trafficking; - Significant abusive working and living conditions; - Excessive overtime. <p>Some examples of forced labour:</p> <ul style="list-style-type: none"> - If you demand unreasonable notice period for termination of the contract of employment - Slavery, misuse of prison labour, forced recruitment, debt bondage, human trafficking for labour and/or sexual exploitation. - if the company retains any part of the workers’ salary, benefits, property or documents or requires financial deposits/financial guarantees in order to force them to remain in your employment. - If your company requires or forces workers to remain in employment against their will using any physical or psychological measure. 	



The term 'bonded labour' or "debt bondage" includes all loans from a company to a worker of excessive amounts and/or with unreasonable and/ or unjust terms and conditions for repayment, where the worker and/or their families are held to pay off the loan through their labour against their will.

Your policy should include all the indicators named above that are applicable risks to your country, region or your own findings...

Best practice is that the organization builds its capacity to understand forced labour, applicable and relevant laws or regulations. Your company could obtain support from local expert rights based organisations to provide assistance in preventing such practices.

3.2.2 **NEW 2022*** Remediation in case forced labour is identified

Applies to: Companies

Core	If you have identified cases of forced adult labour, you remediate to ensure prolonged safety, in accordance with relevant applicable law and implement relevant policies and procedures to monitor and prevent vulnerable adults above the age of 18 years from being employed in abusive, exploitative and unacceptable work conditions as defined by ILO Conventions 29 and 105.
Year 0	

Guidance: The remediation includes safe withdrawal and prevention.

Relevant policies are: no forced labour policy and protection policy and procedures. These include monitoring and remediation system to monitor and respond to forced labour, extending the monitoring to job brokers and private employment agencies who provide labour and relevant projects to respond and prevent it.

It is recommended that those in-charge of monitoring and remediation should be trained on human rights and seek the support of expert rights based organisations to ensure safe withdrawal.

Prolonged safety means keeping the impacted person/s free from risk of or actual harm or danger. You must use a rights approach to remediate cases to ensure you do no further harm to impacted persons. "Do no harm" is to avoid exposing people to additional risks through remediation actions taken.

The following considerations should be given to remediation efforts and could be inputted into your company procedures:

- Whether the action taken follows or will breach applicable laws or regulations;
- Involvement of trusted family members, work colleague, community actors, national or district level government actors, expert NGOs, trade unions and/or PN to ensure autonomy and reliance on the impacted person's capacity to take control of their future.

For children identified in forced labour refer to the child labour and child protection section 3.3. in Hired Labour standard

Organizations certified before 1 April 2022 have to comply with this requirement by 1 April 2023

3.3 Child Labour and Child protection

Intent and Scope: to prevent labour that is damaging to children based on ILO Convention C182 (Worst Forms of Child Labour Convention) and on ILO Convention C138 (Minimum Age Convention).

3.3.1 **NEW 2022** No unconditional worst forms of child labour and hazardous work for children under 18 years

Applies to: Companies

Core	Your company does not directly or indirectly submit workers less than 18 years of age to worst forms of child labour or to any type of work which, by it's nature or the circumstances under which it is carried out, puts their health, safety or morals and their school attendance at risk.
Year 0	



Guidance: The term “unconditional” worst forms of child labour comprises of the following categories:

- All types of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;
- All activities which sexually exploit children, such as prostitution, pornography or pornographic performances;
- Any involvement of a child in illegal activities, especially the production or trafficking of drugs;

The term “hazardous work” is

- Any work which could damage the health, safety or well-being of children

Examples of hazardous child labour work that is potentially damaging include: work that takes place in an unhealthy environment, involves excessively long working hours, night hours, the handling or any exposure to toxic chemicals, work at dangerous heights, operation of dangerous equipment etc.

Every country is expected to generate its own Hazardous Child Labour Activity List. If there is no such list, then the general ILO hazardous list should be used.

If you have identified child labour, especially its worst forms you will to safely remediate such cases according to your no child labour policy and protection policy and procedures (see requirement 3.3.4. Child labour remediation in generic [Hired Labour standard](#)). Your policy should include all the indicators named above, especially unconditional worst forms of child labour, that are applicable risks to your country, region or your own findings.

Your policies and procedures include monitoring and remediation system to monitor and respond such labour. You must use a rights approach to remediate cases to ensure you do no further harm to impacted persons. “Do no harm” is to avoid exposing people to additional risks through remediation actions taken.

Best practice is that the organization builds its capacity to understand all forms of child labour, applicable and relevant national law. you could obtain support from local expert rights based organisations to provide assistance in preventing such practices.

3.3.2 **NEW 2022** Decent Youth Employment

Applies to: Companies

Core	If it is legal to employ workers over the age of 16 and you do employ and promote youth employment for persons between 16 to 24 years old, you ensure their rights to decent employment (type and conditions of work) (see section 3 ‘Labour conditions’).
Year 0	

Guidance: Youth employment can be decent only if it incorporates all dimensions of decent work: type and conditions of work, rights, protection, voice and representation. Decent employment means female and male youth are not exploited, abused, discriminated against or involved in dangerous work; they are paid wage equivalents of adults for equal jobs.

Examples of work that is potentially damaging includes work that takes place in an unhealthy environment, involves excessively long working hours, night work, the handling or any exposure to toxic chemicals, work at dangerous heights, operation of dangerous equipment and work that involves abusive punishment or is exploitative.

Examples of ensuing decent employment could be by developing your company’s Youth Policy and guidelines.

3.4 Conditions of employment

Intent: to ensure good practices regarding the payment of workers and their conditions of employment, sick leave, social security, maternity protection and workers’ housing based on ILO Conventions

3.4.1 **NEW 2022** Temporary worker contracts

Applicable to: Companies

Core	Temporary workers who work for 6 consecutive days or for at least 10 days in a month, or more of uninterrupted service, have a legally binding written contract of employment with a
Year 1	



	<p>job description in a language they understand, signed by employee and employer. In which case 3.5.8 in the HL Standard also applies.</p> <p>The contract includes duration of contract, hours/day per week worked, job description, wage level, wage deductions, notice period, detail on in-kind benefits, responsibilities of employer and employee, and includes explanation on grievance procedure.</p> <p>In the case of dissolution of the contract, the notice period is identical for employer and employee.</p>
<p>Guidance: This requirement replaces the requirement 3.5.7 and complements to the requirement 3.5.22 in generic Hired Labour standard, which stipulates that the regular work done by permanent workers can not be substituted by the temporary workers.</p> <p>The contract safeguards the workers from loss of pay in the case of illness, disability and accident Contracts need to be in a language the worker understands or a translation needs to be provided to worker and signature obtained. Where applicable, a verbal translation can be provided by the elected worker representative.</p> <p>Best practice is when written contract of employment is provided to workers even if they are employed for less than 6 consecutive days. If in 2 years' time, the total number of working days that the worker is employed reaches 6 months a worker is offered a permanent contract.</p>	

3.4.2 **NEW 2022*** Worker housing

Applies to: Companies	
Core	<p>If your company provides housing for permanent, migrant, seasonal/temporary or former workers, the houses are regularly maintained and improved, housing area is clearly marked to indicate what is in the scope of provision by your company, and the following is ensured:</p> <ul style="list-style-type: none"> • houses are located in areas that are free of hazards and houses structure provides protection against typical (heat, cold, rain, wind, damp) and extreme weather conditions, as well as protection against vermin and insects, with-permanent walls, sealed and dry floors; non-leaking roofs, windows and doors. • houses have natural and artificial light, • cooking facilities with smoke ventilation and access to water that is suitable for drinking and eating. • doors that can be locked, • marked fire exits and firefighting equipment or fire drills with instructions, • safe electric installations, • well-functioning sewage and garbage disposal systems <p>If your company charges rent for housing it is according to local averages. If your company provides the majority of general workers with basic housing, for free, you compensate workers who are not able to receive free housing with an allowance that will enable them to afford to rent a house of the same standard. Workers have the freedom to be able to choose if they want to be housed on the farm or not.</p> <p>National or state regulation is complied with in all cases and regional norms should be considered if they exceed this requirement.</p>
Year 0	
<p>Guidance: This requirement replaces the 3.5.28 in the generic Hired Labour standard. Housing should only be provided for workers where farms are located far from normal centres of population, or if it is not available in sufficient quantity, or where the nature of the employment requires that the worker should be available at short notice. The requirement and guidance are based on international labour standards. The area where houses are provided by the organization is clearly marked to distinguish from extended (or unauthorised) construction that is not in the scope of provision by plantation and was added by workers.</p>	



Guiding principles for adequate and decent housing to provide a suitable living environment for workers should aim to ensure:

For family housing and dormitories

- Appropriate locations for the houses to avoid natural risks like floods, earthquakes and landslides
- Enough natural light during the daytime and access to sufficient artificial light, to be able to read by;
- Smoke emission channels or 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, a unit shared with max.15 persons;
- Laundry facilities,
- Drainage that ensures hygiene and avoids environmental pollution;
- Segregation of household waste
- Fire safety measures;
- Safe electrical installations where they exist.

For dormitories (generally considered short term housing solutions):

- 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.
- Sanitary facilities that provide privacy, hygiene, and are sufficient and appropriate for the number of workers present and facilities should be separated by gender;
- Fire safety measures;

In order to meet workers' privacy needs, it is recommended management agrees with the workers on how their privacy requirements can be realised.

For further details on housing, please see the ILO Helpdesk Factsheet No. 6, 2009 on workers housing.

Organizations certified before 1 April 2022 have to comply with this requirement by 1 April 2023

3.4.3 NEW 2022* Washing and Sanitary facilities

Applies to: Companies

Core	If your company provides housing for permanent, migrant, seasonal/temporary or former workers, safe and hygienic washing and sanitary facilities are ensured.
Year 0	Sanitary facilities (toilets and bathrooms) are useable and provided with clean water and of a style that is in accordance with regional practices. Washing and sanitary facilities are kept safe and regularly maintained with well-functioning sewage National or state regulation is complied with in all cases and regional norms should be considered if they exceed this requirement.

Guidance: This requirement replaces the 3.5.28 in the generic [Hired Labour standard](#)
For further details on housing, please see the ILO Helpdesk Factsheet No. 6, 2009 on workers housing.

Organizations certified before 1 April 2022 have to comply with this requirement by 1 April 2023

3.4.4 NEW 2022* Regular assessment of housing, washing and sanitary facilities

Applies to: Companies

Core



Year 1	<p>You complete a regular assessment of quality of housing, washing and sanitary facilities to maintain adequate quality and put in place an improvement plan based on the results of the assessment.</p> <p>The assessment includes:</p> <ul style="list-style-type: none"> • Date when assessment was carried out • Total number of houses that company is providing or responsible • A register of workers and their families living within the housing compounds • Number of houses that need to be built or repaired • List of items that need to be built or repaired • Timelines for implementation correspond to the needs and urgency, and do not exceed 6 years from the date of assessment • Responsible person to check the improvements • Records of complaints from residents and corresponding activities <p>The assessment is carried out <u>annually</u> and in written format is shared with the Fairtrade Compliance Committee.</p>
<p>Guidance: Company appoints a person responsible for this task, for example the H&S officer. The responsible person will carry out a regular assessment of conditions of housing and sanitary facilities in relation to the quality required either by Fairtrade standard or National legislation. Once an issue is identified, management are compelled to take action within a reasonable period to rectify this (e.g. 3 months).</p> <p>The assessment items may include:</p> <ul style="list-style-type: none"> - Adequate space (overcrowding/sharing) - Effectiveness of chimneys and cooking facilities; - Conditions of toilets and bathrooms; - Lighting within the houses / condition of electric installations; - Water supply, proximity and quality - General conditions, such as: leakages, paint work, doors/windows quality - Fire safety facilities and instructions - Condition of sewage and garbage disposal systems <p>The improvement plan may include:</p> <ul style="list-style-type: none"> - Increased number of shared washing or sanitary facilities per person or family (e.g.1 toilet shared with 6 people) - Improved proximity / access of drinking water (e.g. available for each house) <p><i>Organizations certified before 1 April 2022 have to comply with this requirement by 1 April 2023</i></p>	

3.5 Occupational health and safety

Intent and scope: To prevent work-related accidents by minimizing hazards in the work place.

3.5.1 **NEW 2022** Health and safety risk assessments

Applies to: Companies	
Core	Your company carries out regular Health & Safety risk assessments jointly with workers' H&S representatives (see 3.6.3 HL standard) at least once a year, and adapts safety measures accordingly.
Year 1	Your company ensures that risk assessment is carried out by a trained person.
<p>Guidance: This requirement replaces 3.6.4 requirement in the generic Hired Labour standard. H&S risk assessments of the workplace to identify all potential hazards and risks to worker health and safety.</p>	



For example: risks of snake bites, or risks caused by regular (known) extreme weather conditions, or risks when used personal protective equipment is not appropriate to protect from specific hazard.

Best practice is when action plan is developed for each identified risk, with the aim to:

1. Remove the hazard OR
2. Reduce effect of hazard, if hazard removal is not possible
3. Provide adequate PPE to workers
4. Include in trainings for workers on H&S
5. Clearly signpost all hazards

3.5.2 **NEW 2022** Treatment and compensation

Applies to: Companies

Core	If your workers suffer from a work-related illness or injury, they receive appropriate treatment and compensation.
Year 1	

Guidance: Where employees are found to be suffering health problems resulting from their work, they should be:

- redeployed to more suitable work where possible or / and;
- reduce volume of work or time of work or / and;
- examined and treated appropriately by a medical practitioner at the employer's expense.
- compensated according to the law or CBA;

4. Environmental Development

There are no additional requirements.

5. Trade

Intent and scope: To provide maximum benefits to producers, while remaining credible to consumers.

This section applies to any tea processed products and derivatives.

5.1 Sourcing

5.1.1 Sourcing plans

Applies to: Fairtrade payers and conveyors

Core	You provide sourcing plans for at least a quarterly period. Sourcing plans are renewed a minimum of two weeks before they expire.
Year 0	

Where Fairtrade tea is sold through auctions, such sales shall be subject to conditions supporting greater transparency, better communication and faster payment of the Fairtrade Premium and Fairtrade Minimum Price where this applies.

You achieve this through the application of the following conditions:



	<ul style="list-style-type: none"> – the buyer communicates to the producer their intention to buy at auction using a Quarterly Sourcing Plan. – within one week of the auction the buyer reports comprehensive information related to the sale to the producer, including an indication of all outstanding Fairtrade-related payments. – all outstanding Fairtrade-related payments are made on a regular quarterly basis. <p>You declare purchases of tea as Fairtrade at the time of purchase, or by exception you retro-certify (as per requirements 5.4.1, 5.4.2).</p>
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5.2 Access to finance

5.2.1 **NEW 2022** Pre-financing Fairtrade contracts

Applies to: Companies Fairtrade payers and conveyors	
Core	Pre-finance is not required. If you provide pre-finance, you negotiate terms and conditions with the producer and include pre-finance mechanisms in the contract.
Year 0	If pre-finance is provided the negotiated terms and conditions are included in the contract, (see requirement 4.1.2 Trader Standard)
<p>Guidance: This requirement replaces the requirement 4.4.1 in the Trader Standard. Pre-finance can be negotiated between both parties, if requested by producers and agreed by the Fairtrade payer or another trader. Pre-finance is granted on contracts e.g. for financing field inputs, packaging material or in case of natural disasters. Advance payments which are granted on individual shipments/invoices are not considered pre-finance.</p>	

5.3 Pricing and Payment Terms

Fairtrade Minimum Prices and Fairtrade Premium levels for Fairtrade products are published separately to the product Standards.

5.3.1 Fairtrade minimum price and premium for instant tea

Applies to: Fairtrade payers and conveyors	
Core	You clearly indicate 'Instant Tea'/'Organic Instant Tea' as applicable on sales invoices and detail the commercial price and the Fairtrade premium as separate items for the purpose of clarity and transparency.
Year 0	
<p>Guidance: Fairtrade Instant Tea has no Fairtrade Minimum Price; it receives the negotiated commercial price. Conventional instant tea receives a Fairtrade Premium of 15% of the commercial price. Organic instant tea receives a Fairtrade Premium of 10% of the commercial price.</p>	

5.3.2 Timely payments



Applies to: Fairtrade companies and payers	
Core	For contracts involving Fairtrade payers and companies, you pay no later than 30 days after receipt of standard industry documents transferring ownership.
Year 0	You present the documents that are stipulated in the contract and customary in the tea trade. For contracts involving Fairtrade payers, companies and conveyors, conveyors pay companies no later than 15 days after receipt of the payment from the Fairtrade payer.

5.3.3 Fairtrade Premium payment flexibility

Applies to: Fairtrade payers and conveyors	
Core	Upon producer agreement, payment of the Fairtrade Premium can be made by the end of the following month after receipt of the invoice or confirmation of Retro Advice Note (see 5.4.2).
Year 0	

5.3.4 Invoicing of Sustainability Margin

Applies to: All traders	
Core	If the sustainability margin is invoiced separately by the producer, you pay the Fairtrade Premium as invoiced (80 % to the Fairtrade Premium Committee and 20 % for the tea estate as sustainability margin).
Year 0	You have clearly documented the split.

5.4 Sharing risks

Intent and scope: To ensure that quality issues are dealt with in a transparent and equitable way This section also covers any tea processed products and derivatives.

Retro-certification occurs when a buyer buys tea from a Fairtrade certified producer under ordinary conditions (non-Fairtrade) and at a later stage, converts it into a Fairtrade certified product. Buyers up to date with their Flow of Goods reports, may retro-certify provided that Retro-certification transactions fall within the agreed limits below (see 5.4.1.), the transaction is properly documented (see 5.4.2), and Fairtrade Premiums and any Fairtrade Price adjustments are made in full on due date. Abuse or misuse of Retro-certification will likely result in buyers losing permission to retro-certify.

5.4.1 Retro-certification limits for origins

Applies to: Fairtrade payers and conveyor who retro-certify	
Core	Prior to commencing initial Retro-Certification, you inform the Certifying body of the intent to do so.
Year 0	



	<p>For CTC African teas, buyers may Retro-certify up to 30% of volume purchased on the original invoice from a given Fairtrade certified producer. Teas may be retrospectively declared as Fairtrade up to 3 months after the month of the original purchase invoice.</p> <p>For Orthodox and non-African CTC teas, buyers may Retro-certify up to 100% of volume purchased on the original invoice from a given Fairtrade certified producer. Teas may be retrospectively declared as Fairtrade up to 6 months after the month of original purchase invoice.</p>
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5.4.2 Retro Advice Note

Applies to: Fairtrade payers and conveyors who retro-certify	
Core	<p>Prior to retro-certifying tea, you have sent a signed and coded Retro Advice note to the certified producer to approve the availability of requested volumes.</p>
Year 0	<p>The Retro Advice Note includes all required information as outlined in the retro-advice form (see guidance).</p> <p>Each Retro Advice Note between two operators must be consecutively numbered, using Trader name and ID /Producer Name and ID/ Year/ transaction number (see example in guidance).</p> <p>You quote this code on all documents and Bank Transfers related to the specific retro transaction.</p> <p>The date the producer signs the Retro Advice Note is the 'declaration' date on which the Retro-certified volume becomes Fairtrade.</p> <p>You ensure to receive the signed retro-advice note prior to packing or selling the tea as Fairtrade.</p> <p>Due payment of the Fairtrade premium and any price adjustment are as per the tea Standard. If the original invoice price for the Tea was below the applicable Fairtrade minimum price for that country/region you pay the difference along with the due Fairtrade Premium.</p> <p>If you are not the first buyer, you also inform the exporter of this transaction and receive a confirmation that the exporter is taking on the responsibility to convey the additional price and Premium for the retro-certified volume.</p>
<p>Guidance: The Retro Advice Note is available for download on the website and it includes:</p> <ul style="list-style-type: none"> • a copy of the original invoice; • the code number of Retro advice note; • identification of producer,-buyer and exporter (when applicable); • the volume of tea being retro-certified; • the Fairtrade Premium amount due; • the Fairtrade Price adjustment (where applicable if original price paid is below applicable Fairtrade Minimum Price); • justification for retro-certifying; <p>Code example: <i>Smith824/TeaProducer9851/2021/12345, Smith824/TeaProducer9851/2021/12346, etc</i></p>	

5.4.3 **NEW 2022** Record-keeping

Applies to: Exporter (in the country of origin)	
Core	You keep track of volumes of retro-certified tea.
Year 0	



	<p>If you are conveyor, you inform producers of the retro-certified transaction within 5 working days after the 'declaration date' and provide the copy of retro-advice note to the producer</p>
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