EXPLANATORY DOCUMENT FOR THE FAIRTRADE STANDARD FOR SMALL PRODUCER ORGANIZATIONS

Photos: Tea – Vietnam, Sugar – Paraguay, Coffee – Ecuador, D. Gentilhomme; Cotton – Mali, F. Raevens

Purpose of this document

The SPO explanatory document provides answers to questions concerning Fairtrade Standards faced by small producer organizations that are already, or want to become, Fairtrade certified. This document can be used as a practical guide for members, staff, Board members, workers and sub-committees of Small Producers Organizations (SPOs) 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 description 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 SPO Standard for use by the producer.

Every organization is different, and representatives of small producer organizations can also request practical and specific regional advice from the Fairtrade Liaison Officer (LO) or Producer Services and Relations Unit Coordinator for the region. When in doubt, the Fairtrade Producer Services and Relations Unit (PSR) can be asked.
The SPO explanatory document is a reference document and a complement to the Fairtrade SPO Standard. For compliance purposes, the Standard for Small Producer Organizations 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

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1. INTRODUCTION

What is Fairtrade?

Fairtrade International's vision is a world in which all producers can enjoy secure, sustainable livelihoods, fulfil their potential and decide on their future. It is a trade relationship looking for equity and connecting disadvantaged producers and consumers. It allows producers to reach export markets under fairer conditions, strengthen their position in international trade, gain better access to finance, take part in capacity-building programs and generally take more control over their lives. There is respect, transparency and dialogue between producers, traders and consumers.

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. FLO-CERT (Fairtrade's independent certification company) manages the process of auditing and certification to guarantee compliance with the Fairtrade principles.

Who is a small producer?

The definition depends on what farmers actually produce. Fairtrade International distinguishes between two groups of crops which basically differ by their dependence on external workforce.

For **cocoa, coffee, herbs & herbal teas and spices, honey, nuts, oilseeds, cereals and seed cotton** small producers are those that are not structurally dependent on permanent hired labour and who manage their farm mainly with their own and their family's labour. Producers can hire workers if their family's work is not sufficient during peak seasons like sowing and harvest. However, workers are not usually employed permanently during the whole year of production of these crops.

The more labour-dependent production of **cane sugar, prepared and preserved fruit & vegetables, fresh fruit, fresh vegetables and tea** often requires permanent hired workers throughout the whole year. If this is the case, producers growing these crops have to meet all of the following criteria in order to be compliant with the SPO Standard:

- Only a limited number of permanent hired workers, beside the family, work on the farm. The number depends on land size (hectares) and crop.
- The main working activity of producers is growing crops on the land they farm.
- Selling the harvest from their agricultural activities is the major source of income.
- A producer does not cultivate more land than the usual land size for that crop in the area.

More information on the interpretation by the certification body can be found in the document "Definition of small producer for Small Producer Organizations" by FLO-CERT: http://www.flo-cert.net/flo-cert/37.html

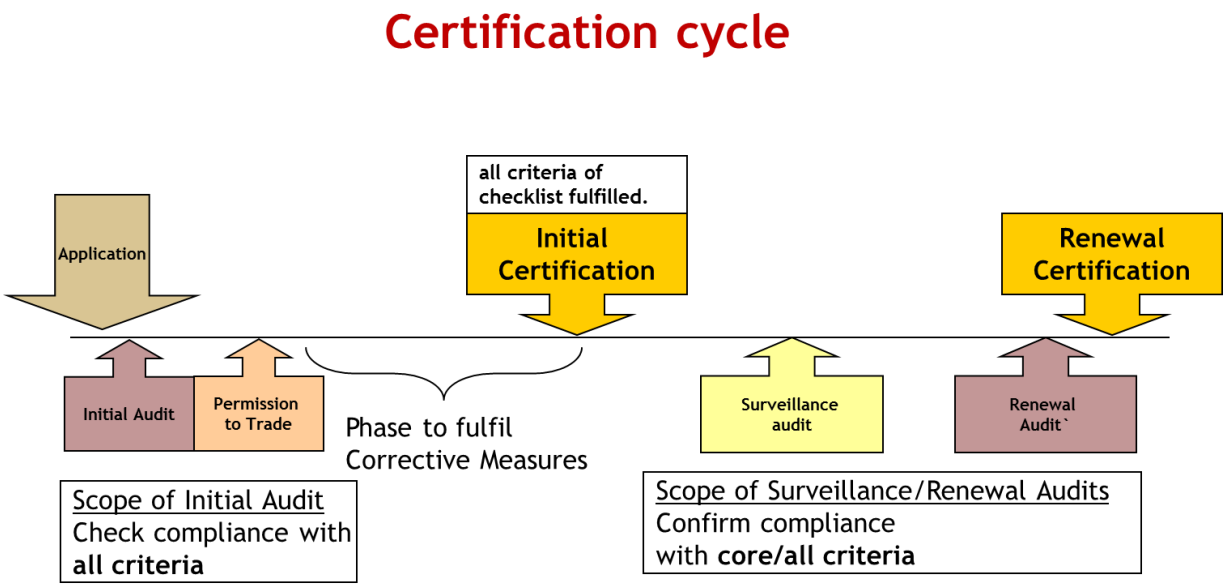
What is a small producer organization?

Small producers can participate in Fairtrade if they have formed producer organizations (co-operatives, associations or other types of organizations) that are able to engage in commercial activities and contribute to the environmentally sustainable, social and economic development of their members and of their communities. The organizations have to be democratically controlled by their members, meaning that every person has direct voting rights or is represented by a delegate that votes on behalf of several people.

All products that the organization sells as Fairtrade have to come from its members.

How are producers certified and audited?

If you want to apply for Fairtrade certification you should contact FLO-CERT – the certification body of the Fairtrade system. You can find more information on the application process on their website: http://www.flo-cert.net/flo-cert/60.html?&L=0 . After having applied for certification an initial audit is conducted. Your organization will receive permission to trade if no non-compliances are found on major requirements and will then be certified for three years once all other non-compliances are solved. Surveillance audits are carried out to confirm that your organization is in compliance with the Fairtrade Standards (see picture below).



During the audits and for certification decisions the certification body follows the exact wording of the Fairtrade Standard and its objectives. Verifiable control points, so 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 FLO-CERT. This is a valuable checklist and can be accessed at http://www.flo-cert.net/flo-cert/37.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.

How to use this document

This document follows the organization of the Standard for small producer 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 next column will have the letter O or M or both letters which identify if the requirement is meant to be followed at the ORGANIZATION level or the MEMBER level. The final column is a check box which is meant for the producer to check off when a requirement is complied with or understood. It is up to the producer or organization if they find it useful.

2.1.1	**C**	Separate member from non-member products.	**O**	☐

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.

2. TRADE

2.1 Traceability

Year 0

2.1.1	**C**	Separate member from non-member products.	**O**	☐
2.1.2	**C**	Have a written product flow from members to 1st buyer.	**O**	☐
2.1.3	**C**	Keep records of products bought from members.	**O**	☐
2.1.4	**C**	Identify sales documents as Fairtrade.	**O**	☐
2.1.5	**C**	Keep records of Fairtrade sales.	**O**	☐
2.1.6	**C**	Keep processing records.	**O**	☐
2.1.7	**C**	Mark Fairtrade product as Fairtrade.	**O**	☐
2.1.8	**C**	For cocoa, cane sugar, juice or tea producers, physical traceability is not necessary at the processing stage.	**O**	☐

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 "FLO Fairtrade" and the buyer's FLO ID. Contracts, bills of lading, delivery notes, invoices etc. will 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 "FLO 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.

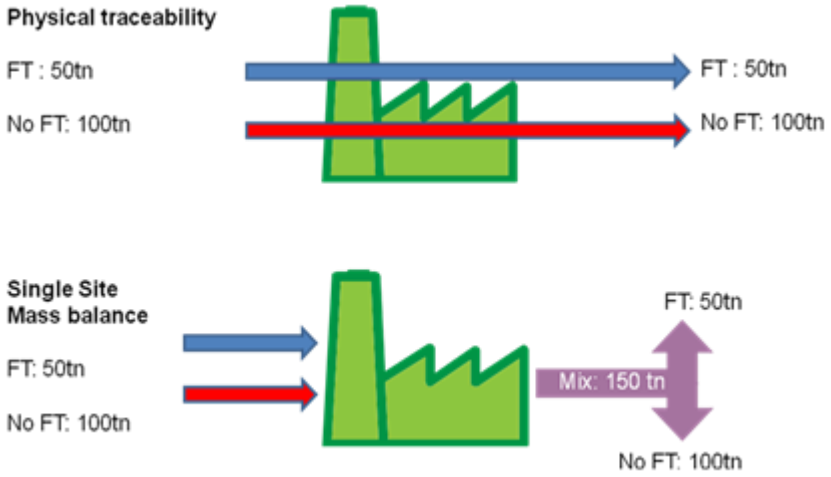


Figure 2: Physical traceability and Single Site Mass Balance practices. The blue arrow represents the flow of Fairtrade products and the red arrow the flow of non-Fairtrade products though the green factory (in this example the processing yield is 100%).

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.

Links / references

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

2.2 Sourcing

Year 0

2.2.1	**C**	For newly certified Fairtrade producers, you can sell products as Fairtrade that you have had in stock during the past year, but not longer.	**O**	☐

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.

2.3 Contracts

Year 0

2.3.1	**C**	Don't sign new Fairtrade contracts if suspended.	**O**	☐
2.3.2	**C**	Stop selling Fairtrade products immediately if decertified.	**O**	☐
2.3.3	**C**	New Fairtrade prices for new contracts. Signed contracts don't change even if new prices are published.	**O**	☐

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?

If you or your buyers are suspended from Fairtrade, you are not allowed to sign 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.

2.4 Use of Fairtrade Mark

Year 0

2.4.1	C	Everyone has to have permission for the use of the Fairtrade trademark in promotional material.	O	☐

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 corporate 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?

This is a new requirement and FLO-CERT started checking against it from of 1 July 2012.

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.

Links / references

Write to artwork@fairtrade.net for information about the use of the FAIRTRADE Mark, its guidelines and the approval process.

3. PRODUCTION

3.1 Management of Production Practices

Year 0

3.1.1	**C**	Inform members of production requirements.	**O**	☐

Year 1

3.1.2	**C**	Identify possible non-compliance risks.	**O**	☐

Year 3

3.1.3	**D**	Repeat identification of possible non-compliance risks.	**O**	☐
3.1.4	**D**	Have a procedure to monitor performance.	**O**	☐

Year 6

No requirements in Year 6.

Why is this important?

The management of production practices will help small producer organizations monitor their

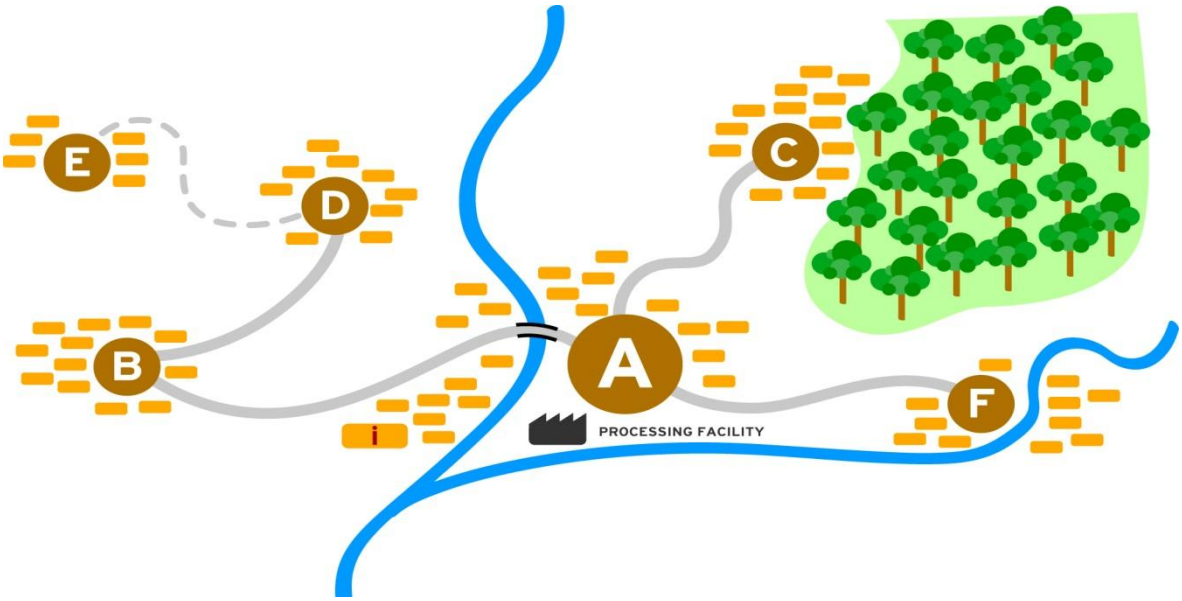
members' performance concerning Fairtrade requirements. This can help organisations improve the way they do things and make it easier for them to comply with Fairtrade Standards as an organization.

What should I do?

The requirements for MPP (Management of Production Practices) follow a gradual approach. Before becoming Fairtrade certified, you must tell your members about the environmental and labour requirements that are applicable to them. You can choose how this can be achieved, for example through training workshops, lead farmers, or translation of the relevant requirements into the local language. During the audit, proof of the activities that have been carried out should be shown to the auditors, through such things as workshop attendance lists, reports or translated requirements.

As a second step, in the first year of certification the organization has to identify where its members are at risk of not complying with the environmental and labour requirements. The Standard does not require a full survey of all members to identify the risks. Organizations themselves and their members know where their weaknesses are. Information can be collected through lead farmers, community leaders, focus group interviews or any other measures. You are free to choose how you document the risk identification. For instance, it could be a map of your area indicating the requirements that may cause problems in certain villages.

Here is an example of what this assessment of risks could look like:



Community A: Central offices of the organization. Processing facility with 20 workers: labour requirements apply and H&S conditions can be improved. Processing facility discharging waste water to river – risk of contamination + Member 1: large member with more than 20 workers. Labour requirements apply.
Community B: No identified risks
Community C: Close to undisturbed forest (considered HCV) – Risk of expansion of local farms and illegal logging.
Community D: Fields in very steep slopes – Risk of erosion.
Community E: Very isolated, not enough workers during harvest season and no schools – Risk of child labour
Community F: The only one is not organic and very dependent on pesticides – Risk of using forbidden materials and risk of non-compliance with safety measures.

As a development requirement, you must identify your risks regularly, at least every 3 years, following the audit cycle. The identification of risks should help you to detect your own weaknesses and strengthen internal capacities. It should also prepare you for the Fairtrade audit, as you can identify and act on weaknesses beforehand.

Finally, you must implement a procedure to monitor the performance of your members against the production requirements. This procedure could be a full internal control system, but it does not have to be. An ICS is a system in which you behave like a certifier and an inspector. You check yourselves to make sure that you are meeting the Standards. You find out the problems yourselves. You make plans to put them right and you organize corrective measures for farmers who are not following the requirements. To make sure it's working and to help show this to the certifier, you record all your procedures and findings. Fairtrade does not require a full ICS, and a monitoring procedure could be as uncomplicated as a piece of paper from each member to the organization stating their performance against the Standard. It could also start with surveying only a sample of the membership and gradually including more members.

Links / references

Training Manual for Small farmers' organizations on Internal Control Systems (ICS)
http://www.fairtrade.net/information_and_training.html

3.2 Environmental Protection

Integrated Pest Management

Year 0

No requirements in Year 0.

Year 1

No requirements in Year 1.

Year 3

3.2.2	**D**	Train on IPM.	**O**	☐

Year 6

3.2.3	**D**	Demonstrate pesticide application based on knowledge.	**M**	☐

Why is this important?

Fairtrade's Environmental Strategy is intended to enable producers to face their environmental challenges, strengthen their livelihoods and contribute to a more sustainable planet.
The 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);
- use pesticides with lower toxicity (Choice of pesticides used);
- handle pesticides in a proper way to avoid risks by reducing exposure of people.

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. For example 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." (1)

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." (1)

IPM incorporates three basic steps: 1) prevention, 2) monitoring, and 3) 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 to plant 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 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 favor 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 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.

What should I do?

The organization is expected to provide or facilitate member training on IPM which is specific to the Fairtrade crop. Training in IPM includes knowledge on

- 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

IPM implementation:
Consider the planting conditions and preventive measures before starting your crop.

- use pest and disease-free planting material
- as far as possible avoid fields with known history of pest and diseases presence
- consider plant density
- consider other climatic conditions and shade
- avoid fields where soil is flooded

Establish a monitoring methodology that includes

- a method to define the level of the pest and disease population that has an economic impact on the crop
- a method to monitor which includes description of number of plants to be checked, their distribution and the frequency and how decisions for control are made based this information.

Use different control strategies without relying heavily on a specific one, especially pesticides.

Links / references

(1) http://www.fao.org/agriculture/crops/core-themes/theme/pests/ipm/en/

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

Proper Use and Handling of Pesticides and other Hazardous Chemicals

Year 0

3.2.9	**C**	Central storage of hazardous chemicals must be safe.	**O**		☐
3.2.13	**C**	Don't reuse pesticide containers for food or water.	**O**	**M**	☐

Year 1

3.2.7	**C**	When spraying pesticides, keep buffer from people.	**O**	**M**	☐
3.2.8	**C**	When spraying from the air, don't spray above human activity and water.	**O**	**M**	☐

Year 3

3.2.4	**C**	Train all handlers of pesticides.	**O**		☐
3.2.5	**C**	Ensure PPE for all members and workers	**O**		☐
3.2.6	**D**	Raise awareness of hazards and risks of pesticides for those not directly handling them.	**O**		☐
3.2.10	**C**	Store pesticides and other hazardous material properly.	**M**		☐
3.2.11	**D**	Clearly label all pesticides and hazardous chemicals	**M**		☐
3.2.14	**D**	Triple rinse, puncture and properly store empty containers.	**O**	**M**	☐

Year 6

3.2.12	**D**	Have equipment for spills + plan spraying to have little solution left.	**M**		☐

Why is this important?

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 SPO is to control the risk of exposure of members and 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 SPO is therefore required to enforce certain regulations with regards to the sale/ distribution, storage and handling of agrochemicals.

The SPO 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.

What should I do?

Members and workers of the organization, should be advised by the organization about chemical issues that (may) affect their health. This involves sharing information on the risks associated with the storage and handling of pesticides and chemicals, on the content of labels, on how to handle accidents and spills, on the proper disposal of empty containers, and on the use of Personal Protective Equipment (PPE). Further information on these topics and what to take into consideration is presented below:

What is proper handling: being careful in all activities that producers are involved in when using pesticides and hazardous chemical, such as production, post-harvest treatment, processing, storage and transportation. It also covers 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.

Your organization must ensure wherever possible that pesticides are only used for the designated crops.

A 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 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:

- products 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 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 (see below);
- 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 <u>not</u> be located:

- in areas where floods 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;

Users should also 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;
- contains spillage and leakage in order to protect the external environment;
- is kept dry and is resistant to extremes of temperature;
- has adequate light;
- 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 organised so that agrochemicals can be stored easily, in a secure and orderly way with clearly visible labels.

Other considerations:

- 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 should 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.

Personal protective equipment (PPE):

Most pesticides present a risk to you 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 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 your 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:

- garments used should not absorb liquids
- garments should be resistant to agrochemicals
- garments should fit well without gaps to inhibit exposure
- garments should be washable without any substance being retrained in “trap point”
- PPE should be user friendly, and not prevent you from carrying out the necessary task PPE should be suitable, respirators should be fitted with the appropriate cartridge or filter
- clothing that you wear at the start of each day should be clean, dry and in good condition
- 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
- PPE should be decontaminated after use. Gloves and boots should be washed before removal to avoid self-contamination

- garments should be stored in a clean, dry, well-ventilated room separate from other clothing

Typical examples of PPE:

- 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

Links / references

On Hazardous substances

(1) 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*

Choice of Pesticides Used

Year 0

3.2.15	**C**	Have a list of all pesticides used and identify whether they are on the Red or Amber list.	**O**		☐
3.2.16	**C**	Don't use chemicals on PML + If PML materials exist to be marked as not for use on FT crops.	**O**	**M**	☐
3.2.17	**C**	Apply for exceptional use of certain prohibited materials.	**O**	**M**	☐

Year 1

3.2.18	**C**	Preventive procedures against the use of forbidden materials.	**O**	☐

Year 3

3.2.19	**D**	Reduce the use of herbicides.	**O**	☐

Why is this important?

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.
The approach promotes the implementation of a three pronged strategy:

- Use of lower amounts of pesticides by adopting integrated pest management (IPM);
- Use of pesticides with lower toxicity (**Choice of pesticides used**);
- Handle pesticides in a way that minimizes or avoids risks to people's health .

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 2014 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 2014 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 2014. 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 FT 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 Ia or WHO Ib 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 FLO-CERT based on an evaluation of producer’s request:
    - Only for the following WHO 1b pesticides may exceptions be granted for **citrus and deciduous fruits.**
        - azinphos-methyl
        - cadusafos (ebufos)
        - dichlorvos
        - methidathion
        - methomyl
    - Only for the following WHO 1b pesticides may exceptions be granted for **Flowers and Plants**:
        - cadusafos (ebufos)
        - carbofuran
    - 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 2014:
  - coumetratyl
  - fenamiphos
  - methiocarb
  - oxamyl
- 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 for permission for derogation for the use of prohibited materials. You must request permission from FLO-CERT 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 FLO-CERT) and submit the document to their regular contact with FLO-CERT. 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 declare a derogation for the use of more than one prohibited material the producer must submit a Request for Derogation for the use of Prohibited Material Form for each prohibited material.

FLO-CERT will give permission for a derogation for the use of the prohibited material once the form has been submitted to FLO-CERT and the timelines for the phase out plan are confirmed by FLO-CERT. 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.

FLO-CERT 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 are not in line with stipulations in the standard or in case the phase out plan is not implemented appropriately FLO-CERT will decide on a case by case basis whether it is considered as a Major non-conformity.

What should I do?

As an organization your role is to be informed about those pesticides being used by your members and inform producers about the requirements in relation to the type of pesticides that may be used on the Fairtrade crop, specifically those on the Red List and on the Amber List. It is important that this information is available to the certification body.

The relevance of this is that it helps the organization to better explain the requirements to the producers as well as to explain that these pesticides pose a high danger to their health. It is also important because the organization can better explain the certification requirements to producers. Specifically the organization should be able to support producers in identifying pesticides prohibited in the Fairtrade Standards, as well as those which may be granted an exception and which may be used, but need to be recorded, as they are being monitored (those in the Amber List). It is expected that the knowledge on the PML materials and identification of those which are still being used by farmers will trigger efforts on identifying available substitutes and promoting an exchange of best practices.

Amber List
Producer organizations should collect information on those materials present in the Amber List which are being used by the producers and inform FLO-CERT about it so that Fairtrade International and FLO-CERT can analyze which materials can already be introduced into the Red List given no producer has a need for it. Those where producer express their needs will need to be identified and FLO eV and FLO-CERT will keep them under observation, most probably in the Amber List while evaluating its application. Producers are encouraged to avoid using materials on the Amber List.

Links / references

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

(2) 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

(3) The WHO 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

Soil and Water

Year 0

No requirements in Year 0.

Year 1

No requirements in Year 1.

Year 3

3.2.20	**D**	Identify land at risk of soil erosion and eroded land.	**O**	☐
3.2.23	**D**	Report measures to improve fertility.	**O**	☐
3.2.24	**D**	List water sources.	**O**	☐
3.2.26	**D**	Train on efficient use of water.	**O**	☐

Year 6

3.2.21	**D**	Train on preventing or reducing soil erosion.	**O**	☐
3.2.22	**D**	Train on appropriate use of fertilizers.	**O**	☐
3.2.25	**D**	Keep informed about water sources.	**O**	☐
3.2.27	**D**	Handle waste water from central facilities appropriately.	**O**	☐
3.2.28	**D**	Train about risks of waste water.	**O**	☐

Why is this important?

Soil erosion

Soil erosion is one type of soil degradation. Other kinds of soil degradation include salinisation, nutrient loss, and compaction. The following paragraph, only introduces the concept of soil erosion which is covered by the Fairtrade Standard for SPO 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.

Wastewater

In general, wastewater is used water from households, industrial sites, commercial properties and farms. Wastewater encompasses a wide range of potential contaminants and

concentrations.

What should I do?

How to prevent soil erosion? You may prevent soil erosion through

- rotating crops
- planting trees or increasing ground cover.
- creating windbreaks
- growing cover crops
- applying mulch

You may put some of these measures in place to prevent soil erosion and to maintain soil fertility and productiveness. Some of these are explained further below.

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.

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.

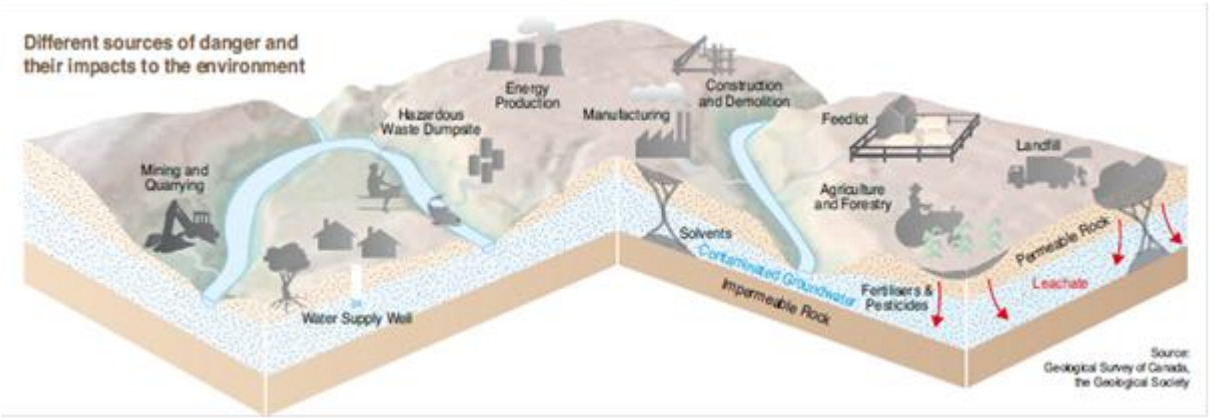
Mulch is also used to cover soil. There are many advantages linked to soil cover:

- 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.

How to handle wastewater from central processing facilities

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

The objective of wastewater 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 wastewater 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.
- that the organization trains its members on the risks that wastewater in general pose to human health.

The organization should first identify if large volumes of water are involved in processing agricultural products at a central processing facility. This refers to a facility where product from different locations is taken and processed in large volumes. 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. The organization should implement treatment methods that prevent pollution of the environment and health risks for producers, workers or the neighbouring community.

In relation to other types of wastewater, for example that come from domestic sources, there is a risk that this water can transmit diseases to people. These diseases can be prevented if people who are exposed to these polluted waters have the knowledge of their risks and at least implement measures that may allow them to treat the water or to avoid it.

Links / references

Source: http://www.fao.org/ag/ca/Training_Materials/Leaflet_Rotations.pdf

Source: http://www.fao.org/ag/ca/AfricaTrainingManualCD/PDF%20Files/05SOIL1.PDF

Waste

Year 0

No requirements in Year 1.

Year 1

3.2.29	**C**	No hazardous waste in farms.	**M**	☐

Year 3

3.2.30	**D**	Have designated areas for disposal.	**O**	**M**	☐
3.2.31	**D**	Raise awareness on re-using organic waste.	**O**		☐

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.” (1)

“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.” (1) Waste can also be classified according to its hazardousness.

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

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

Hazardous waste is waste that poses a danger either to the environment or human health or both.

Hazardous waste can be in liquid, solid, gaseous states or sludge. Waste is hazardous when it has one or more of the following properties: toxic, explosive, infectious, radioactive, ignitable, corrosive or reactive.

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 behavioral abnormalities, cancer, genetic mutations, physiological malfunctions (e.g., reproductive impairment, kidney failure, etc.), physical deformations, and birth defects. (2)

Hazardous waste should be at least collected and not spread as litter around the farm. (1)

What should I do?

You as an organization should strive to re-use materials as much as possible and try to minimize the use of materials that cannot be readily and properly recycled into the farming system. Materials such as plastics, heavy metals, other synthetics or toxins, etc. can be difficult to get rid of it in an environmentally friendly way that minimizes risks to health. You can work on raising awareness among its members to minimize the use of such materials, to make sure that disposal is environmentally safe.

You can train your members to identify potential hazardous waste on the farm or region and explain the risks they pose. It is important that members understand that these types of waste should not be present as litter on farms, but collected and placed in a specially assigned location where the risk of them being taken by workers, producers or other community members is avoided. You can work towards centralizing the storage areas and towards identification and provision of disposal alternatives together with local authorities or other entities. You can seek advice to ensure that disposal alternatives provided are environmentally sound.

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

(1) Definitions on waste
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/

(2) http://www.epa.gov/osweroe1/content/hazsubs/healthaz.htm

http://www.sepa.org.uk/waste/waste_data/commercial_industrial_waste/agriculture,_fishing,_forestry.aspx

http://www.epa.gov/epawaste/conserve/materials/usedoil/index.htm

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

GMO

Year 0

3.2.32	**C**	Don't use GMO + implement prevention measures.	**M**	☐

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).

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).

You and members of your organization can also 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/

Biodiversity

Year 0

3.2.33	**C**	Don't have negative impact on protected and HCV areas.	**M**	☐

Year 1

3.2.36	**C**	Ensure sustainable wild harvesting	**O**	**M**	☐

Year 3

3.2.37	**D**	Raise awareness on endangered species.	**O**	☐
3.2.38	**D**	Raise awareness on alien invasive species.	**O**	☐

Year 6

3.2.34	**D**	Report on biodiversity.	**O**		☐
3.2.35	**D**	Keep buffer zones around water bodies and between production and HCV areas.	**O**	**M**	☐

Why is this 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 floods, 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.

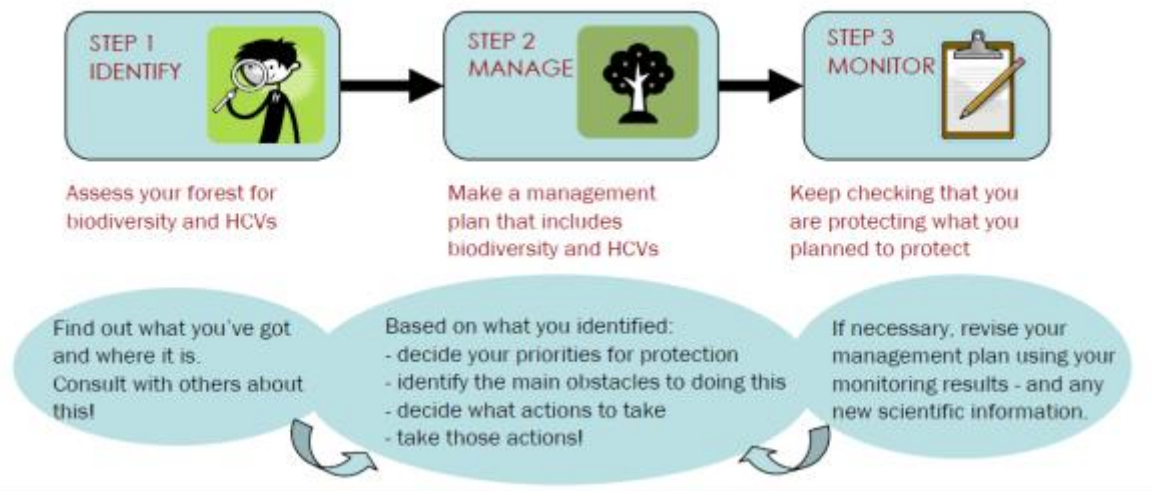
In agriculture buffer zones are uncultivated areas lying between two or more areas such as fields or forests. They are aimed at the sustainability of land use and water resources (e.g. avoidance of contamination of adjacent water bodies with pesticides), and the reduction of a negative impact on biodiversity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

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.floraweb.de/map-pro/

Energy and Greenhouse Gas (GHG) Emissions

Year 0

No requirements in Year 0.

Year 1

No requirements in Year 1.

Year 3

3.2.39	**D**	Record energy use in central processing facilities, make energy use more efficient and replace by renewable sources.	**O**	☐

Year 6

3.2.40	**D**	Report on climate change mitigation measures.	**O**	☐

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:

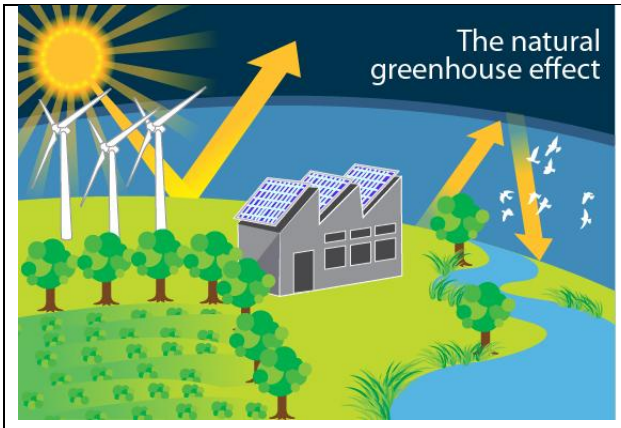
- **Carbon dioxide (CO2)**
- **Methane (CH4)**
- **Nitrous oxide (N2O)**
- **Water vapour (H2O)**

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 Which 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 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. SPO are highly dependent on agriculture and therefore on climate. SPO 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

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'
You should introduce an energy efficient culture in your organization. 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
You could 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.

3.3 Labour Conditions

Freedom from Discrimination

Year 0

3.3.1	**C**	Don't discriminate.	**O**	**M**	☐
3.3.2	**C**	No tests during recruitment.	**O**	**M**	☐
3.3.3	**C**	No corporal punishment.	**O**	**M**	☐
3.3.4	**C**	No sexual harassment.	**O**	**M**	☐

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?

Discrimination is defined under ILO Convention No. 111 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 their abilities, then their skills and competencies cannot be developed to their full potential. This leads to frustration in the work force and eventually means a loss in productivity for the employer.

What should I do?

It is not allowed to offer positions to, promote or dismiss employees, or provide them with extra benefits on the basis of race, colour, sex, sexual orientation, marital status, family ties, age, religion, political opinion, union membership, national or social origin, disability or other status. Judgement should only be made on the basis of their ability to carry out the required work. Anyone managing and supervising workers is forbidden to use, support or accept inappropriate punishment in the form of physical aggression or threatening behaviour in gestures or language. The work environment must be free of any form of sexual abuse, manipulation or psychological harassment.

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, denial of health insurance benefits, salary reductions and harassment.

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

Freedom of Labour

Year 0

3.3.5	**C**	No forced labour. Explain workers they have the right to leave.	**O**	**M**	☐
3.3.6	**C**	No conditional working for spouses	**O**	**M**	☐

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 abduction, physical 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.

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 initially out of their own choice, albeit 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?

Any form of forced labour including bonded and prison labour is forbidden. People must be free to leave their employment at any time after a normal notice period. Employers cannot force a worker's spouse to work for them. They have the choice to work elsewhere if they wish, even if the employer provides housing for the whole family.

Here are some ideas if action on forced labour needed:

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 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 (as in 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

Child Labour and Child Protection

Year 0

3.3.7	**C**	Don't employ children under 15.	**O**	**M**	☐
3.3.8	**C**	Children under 15 are allowed to help on farms only under strict conditions.		**M**	☐
3.3.9	**C**	Ensure that children under 18 do not work in exploitative, unsafe or unhealthy situations.	**O**	**M**	☐

Year 1

3.3.10	**C**	Ensure that children don't enter worse forms of child labour.	**O**	**M**	☐

Year 3

3.3.11	**D**	Implement preventive measures if child labour is identified as a risk	**O**	**M**	☐

Year 6

No requirements in Year 6.

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 in the fields 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.

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 should I do?

You as an organization or individual members must not employ (contract) children that are less than 15 years of age.

Children may help their relatives with work on the field after school and during holidays. If they do so, they must be guided by an adult family member, it must not hinder their attendance in school (e.g. because of tiredness or illness), their personal development or their health and it must be within reasonable limits of working hours. Work may not hinder their overall development in any regard.

What is meant by hazardous work of 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.

Can children help their parents working for other members (exchange of work)?

No, only family work is allowed and exchange of work would be contracting.

It must be ensured that children below 15 years only help under strict conditions: they 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.

Please note that in any case, children of workers are not allowed to accompany their parents to work on farms, as this can be considered indirect employment and therefore prohibited,

however priority should be given to the best interest of the child.

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. You are also expected to assess if your product and your region are at risk of child labour. If so, this should be identified as a risk in requirement 3.1.2. In this case, you have to implement procedures to prevent child labour. It is up to your organization to decide which measures you want to take. It could be for example keeping records of all workers with relevant data such as age, raise awareness among all members about the rights of children and the rules if they help on the family farm or invest into primary education for all children.

If there has been child labour in the past in your organization, this should be address openly through a remediation policy and program, so that children are prevented from being employed and protected from entering worse forms of child labour.

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

Freedom of Association and Collective Bargaining

Year 0

3.3.12	**C**	Declare Freedom of Association	**O**	**M**	☐
3.3.13	**C**	Allow trade unions to meet workers	**O**	**M**	☐
3.3.14	**C**	No discrimination for union membership	**O**	**M**	☐

Year 1

No requirements in Year 1.

Year 3

3.3.15	**D**	Encourage workers' organization	**O**	**M**	☐

Year 6

3.3.16	**D**	Train workers on their rights	**O**	**M**	☐

Why is this important?

The right to organize and form workers' organizations is the prerequisite for sound collective

bargaining and social dialogue.

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.

Collective bargaining is a constructive forum 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.

What should I do?

You as an employer show both through documentation and in the way you work that you recognise the right of all workers to organise themselves and to negotiate as a group their working conditions with management. There must be no obstacles for trade unions to meet and inform workers.

If no active trade union exists in the area, the organization encourages workers to build their own workers' organization. During work hours, the employer facilitates training to improve workers' awareness on Fairtrade principles and rights and duties for workers and administrative staff.

Employers can take action at different levels:

In the workplace:

- Respect the right of all workers to form and join a trade union of their choice without fear of intimidation or reprisal, in accordance with national law.
- Put in place non-discriminatory policies and procedures with respect to trade union organization, union membership and activity in such areas as applications for employment and decisions on advancement, dismissal or transfer.
- Provide worker representatives with appropriate facilities to assist in the development of effective collective agreement.

At the bargaining table:

- Recognize representative organizations for the purpose of collective bargaining.
- Provide trade union representatives with access to real decision makers for collective bargaining.
- Provide information needed for meaningful bargaining.
- Address any problem-solving or other needs of interest to workers and management, including restructuring and training, redundancy procedures, safety and health issues, grievance and dispute settlement procedures, and disciplinary rules.

In the community:

- Take into account the role and function of the representative national employers' organizations.
- Take steps to improve the climate in labour-management relations, especially in those countries without an adequate institutional and legal framework for recognizing trade unions and for collective bargaining.

Documents needed to comply:

- declare in writing right to join workers' organization and collective bargaining
- if a workers' organization representative is dismissed, justification needs to be sent to certification body

- record of all terminated contracts
- record of trainings on workers' rights and duties

Links / references

Freedom of Association and Protection of the Right to Organise ILO Convention 87:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:5968714517915389::NO:12100:P12100_ILO_CODE:C087:NO

Right to Organise and Collective Bargaining ILO Convention 98:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:240647090079186::NO:12100:P12100_ILO_CODE:C098:NO

Conditions of Employment

Year 0

3.3.17	**C**	Ensure minimum salaries.	**O**	**M**	☐
3.3.18	**C**	Ensure minimum salaries also through piece work.	**O**	**M**	☐
3.3.19	**C**	Regular payment.	**O**	**M**	☐

Year 1

No requirements in Year 1.

Year 3

3.3.21	**D**	Have legal contracts for all workers.	**O**	**M**	☐
3.3.22	**D**	Provide copy of contracts to workers.	**O**	**M**	☐
3.3.23	**D**	Increase salaries above minimum level.	**O**	**M**	☐
3.3.24	**D**	Assign regular work to permanent workers.	**O**	**M**	☐

Year 6

3.3.20	**D**	Set maternity leave and other social benefits.	**O**	**M**	☐
3.3.25	**D**	Same benefits for temporary and migrant workers.	**O**	**M**	☐

Why is this important?
Wages, working time, work organization, maternity protection and arrangements to adapt working life to the demands of life outside work are core elements of the employment relationship and of workers' protection.

What should I do?

The employer must pay wages the same as or higher than national laws and official agreements on minimum wages. All workers must have written contracts and receive wages on a regular and agreed basis in the valid currency.

The employer has to include clear regulations about maternity leave, social security provisions and non-monetary benefits (vacation, training etc.) in the contract. All rules are at least equal to national law. Workers' wages should be raised step by step above the regional average or the official minimum wage in relation to the additional income that the organization or members receive through Fairtrade. Management and workers should discuss increases in

order to reach living wage levels. Where possible, workers should have permanent contracts and employers may not issue seasonal contracts in order to avoid giving benefits to permanent workers. Temporary and migrant workers are entitled to the same benefits as permanent workers.

Links / references

ILO Convention 100 on Equal Remuneration:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:81158437850644::NO:12100:P12100_ILO_CODE:C100:NO

ILO Convention 110 concerning Conditions of Employment of Plantation Workers:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:2652639710678333::NO:12100:P12100_ILO_CODE:C110:NO

Occupational Health and Safety

Year 0

3.3.26	**C**	Safe workplaces.	**O**	**M**	☐
3.3.27	**C**	Ensure that vulnerable persons are protected from cause of risk.	**O**	**M**	☐
3.3.28	**C**	Alternative work for vulnerable persons ensured, if necessary	**O**	**M**	☐
3.3.29	**C**	Have first aid boxes and trained personnel	**O**	**M**	☐
3.3.30	**C**	Provide water and toilets for workers	**O**	**M**	☐

Year 1

No requirements in Year 1.

Year 3

3.3.31	**D**	Have H&S representative.	**O**	**M**	☐
3.3.32	**C**	Train workers for hazardous work.	**O**	**M**	☐
3.3.33	**C**	Display safety information	**O**	**M**	☐
3.3.34	**C**	Provide PPE for workers for hazardous work.	**O**	**M**	☐
3.3.35	**D**	Improve H&S conditions.	**O**	**M**	☐

Year 6

No requirements in Year 6.

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 do 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 must be 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 farmers, members and workers as much as possible. Pregnant or nursing women, employees younger than 18 years and those with serious health problems may not undertake potentially dangerous tasks. Adequate first aid facilities should be in place. Staff should be provided with drinkable water and water toilet facilities.

A workers' representative is appointed to whom workers can address health and safety issues and who discusses these points with the employer. Adequate training as well as clothing or equipment should be provided to ensure work is carried out safely. All health and safety related information is accessible to farmers and workers in straightforward language and if possible with suitable pictures.

In order to keep the workplace safe, display appropriate safety information and improve overall health and safety conditions, it is essential to identify the risks that workers might be exposed to in the particular situation. 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	- 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 flooded areas in North and Sub-Saharan Africa	- 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

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.

Links / references

ILO Convention 155 on Occupational Safety and Health: http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:4077794078828488::NO:12100:P12100_ILO_CODE:C155:NO

4. BUSINESS AND DEVELOPMENT

4.1 Development Potential

Year 0

No requirements in Year 0.

Year 1

4.1.1	**C**	Develop a Fairtrade Development Plan (FDP).	**O**	☐
4.1.2	**C**	Premium included in FDP.	**O**	☐
4.1.3	**C**	GA approved the FDP.	**O**	☐
4.1.4	**C**	Accounting of FDP including Premium.	**O**	☐
4.1.5	**C**	Update FDP once activity is completed.	**O**	☐

Year 3

4.1.6	**C**	Report FDP results to GA.	**O**	☐
4.1.7	**D**	Include one activity for workers into FDP.	**O**	☐
4.1.8	**D**	Invite workers to GA.	**O**	☐

Year 6

4.1.9	**D**	Include one activity for environment in FDP.	**O**	☐
4.1.10	**D**	Implement a process to collect development needs.	**O**	☐

Why is this important?

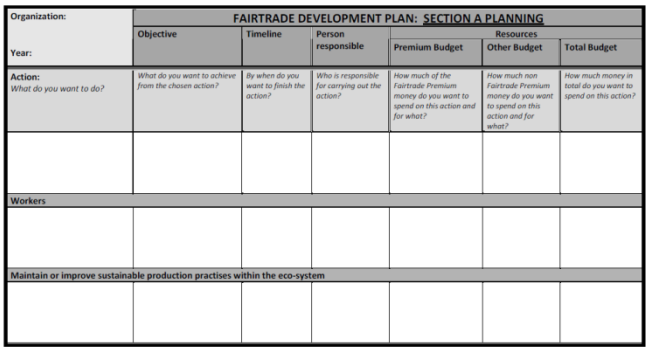
Fairtrade is intended to bring empowerment and development directly to the producer organizations, its members and their families. Workers employed by the producer organization or its members, and the surrounding community should also benefit from participation in Fairtrade, through their salaries, better working conditions and community services for example.

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

Fairtrade Standards do not prescribe how producer organizations should use the Fairtrade Premium. Fairtrade Standards do, however, require that project selection and the management of the Fairtrade Premium monies be made through transparent, participative, and democratic processes. This means that you inform your members about your plans and actual achievements with the Fairtrade Premium and that everybody can give their opinion what should be done with the Fairtrade Premium.

What should I do?

You are invited to look at the template that Fairtrade International provides for the FDP:



Organization:	FAIRTRADE DEVELOPMENT PLAN: SECTION A PLANNING					
Year:	Objective	Timeline	Person responsible	Resources		
				Premium Budget	Other Budget	Total Budget
Action: *What do you want to do?*	*What do you want to achieve from the chosen action?*	*By when do you want to finish the action?*	*Who is responsible for carrying out the action?*	*How much of the Fairtrade Premium money do you want to spend on this action and for what?*	*How much non Fairtrade Premium money do you want to spend on this action and for what?*	*How much money in total do you want to spend on this action?*
Workers						
Maintain or improve sustainable production practises within the eco-system						

http://www.fairtrade.net/fileadmin/user_upload/content/2009/standards/documents/generic-standards/2011_05_11_EN_Planning_Reporting_Template_EN_final.pdf

This template is intended to help producers comply with the requirements in this chapter and is a useful guide for completing the plan . You are encouraged to use it, but you are not required to. . You are welcome to use your own tools, provided that all necessary elements are included.

As a minimum, the FDP needs to include all activities funded by the Fairtrade Premium. If you find the FDP useful as a planning tool, you are encouraged to also include activities funded with other money than the Premium (external funds or organization funds).

By year 3 of your certification, you must inform your members in the General Assembly on all activities that you have planned to undertake using the Fairtrade Premium. This report must also be documented. For this, there are two sections in the FDP template, the planning section (section A) and the reporting section (section B). You must report in section B on all activities that are included in section A. If it turns out that activities are not carried out as they are planned, this does not lead to a non-compliance as long as there is a justification and the budget is adjusted (changes must be reported to and approved by the GA).

Premium money can be used for anything members decide on in a transparent and democratic way, also including e.g. activities to comply with certain requirements. Producers have to include description of the activity, the objective, the timeline, the responsible person and budget (if applicable).

In year 3, you need to include one activity for workers. You are not required to make an environmental plan, but in year 6, you should include one activity for the environment.

In year 6, after you have gained some experience with the planning process, you should aim at improving this process by establishing a procedure that systematically captures the development needs of your organization. This can be a consultation with all your members, but it can also be interviews with lead farmers, community leaders, meetings with farmers, appointing a representative that can be approached for ideas or something similar. You are free to choose any process that fits the context of your organization.

Links / references

For suggestions on how to use your Premium money, you can have a look at Fairtrade International's List of Ideas for the Fairtrade Development Plan:

http://www.fairtrade.net/fileadmin/user_upload/content/2009/standards/documents/generic-standards/2011-05-10_List_of_Ideas_FDP_SPO_EN_final.pdf

You can use this list to generate idea, but you are encouraged to set your own priorities depending on the specific situation of your organization and your members.

4.2 Democracy, Participation and Transparency

Year 0

4.2.1	**C**	Have a GA as the highest decision making body once a year.	**O**	☐
4.2.2	**C**	Have a democratically elected board.	**O**	☐
4.2.3	**C**	Have list of members and membership rules.	**O**	☐
4.2.4	**C**	Follow own rules.	**O**	☐
4.2.5	**C**	Inform members about GA.	**O**	☐
4.2.6	**C**	Have minutes of GA meetings.	**O**	☐
4.2.7	**C**	Approval of accounts in GA.	**O**	☐
4.2.8	**C**	Administration in place.	**O**	☐
4.2.9	**C**	Keep books and records.	**O**	☐
4.2.10	**C**	Have a bank account.	**O**	☐

Year 1

No requirements in Year 1.

Year 3

4.2.11	**D**	Train on internal control.	**O**	☐

Year 6

No requirements in Year 6.

Why is this important?

Small producer organizations in the Fairtrade system are democratic organizations controlled by their members who actively participate in setting policies and making decisions. All major decisions must therefore be discussed and decided at the annual General Assembly where all members are invited. In primary organizations (1st grade organizations), members have equal voting rights (one member = one vote).

Men and women serving as elected representatives in the Board are accountable to the members.

What should I do?

Before the first certification, you need to have an updated member list and binding statutes (rules) in place. These rules must be followed. To ensure good administration, there needs to be at least one person taking care of the administrative side of the organization and bookkeeping. This includes that the organization has a bank account and keeps records and books.

All members can either take part or be represented by a delegate in the annual General Assembly which is the principal decision-making body. It is assured that all participants can participate, decide on and approve the annual report, budget and accounts. They can take part in the election of the organization's board.

When members of the organization get more involved in administration, they develop a sense of ownership and a better understanding of needs and opportunities. You should encourage members to take part in their administration. In order to build knowledge, share information and create awareness of processes, you should provide training and education on internal control. This may include such things as explaining the annual report and accounts to members as well as training on the Fairtrade Certification System and relevant Fairtrade Standards so that producers understand the Fairtrade system better and can make better use of their representation within the system. The extent of the training program depends on the size and capacity of the organization.

Documents needed to comply:

- membership rules
- updated list of members
- constitution, by-laws, internal policies
- minutes of the general assembly, signed by president of the Board and at least one other member, list of participants of the general assembly
- Bank account details and proper books of accounts

Links / references

ILO Promotion of Cooperatives Recommendation:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:708918081638844::NO:12100:P12100_ILO_CODE:R193:NO

4.3 Non-Discrimination

Year 0

4.3.1	**C**	No discrimination.	**O**	☐
4.3.2	**C**	Have non-discriminatory membership rules.	**O**	☐

Year 1

No requirements in Year 1.

Year 3

4.3.3	**D**	Identify disadvantaged minorities.	**O**	☐

Year 6

4.3.4	**D**	Have support programmes for minorities.	**O**	☐

Why is this important?

Fairtrade International follows the Universal Declaration of Human Rights on ending discrimination. The Declaration rejects “distinction of any kind such as, race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status” (Article 2). Discrimination is making an unfair distinction in the treatment of one person over another on grounds that are not related to ability or merit.

What should I do?

You or your statutes do not make any distinctions between members regarding participation, voting rights, the right to be elected, access to markets, access to training, technical support or any other benefit of membership and do not restrict membership on any discriminatory grounds. These could be rooted in prejudices against people differing from the given values in race, colour, sex, age, sexual orientation, disability, marital status, religion, political opinion, language, income, nationality, ethnicity or social origin.

As a development requirement, you should identify disadvantaged / minority member groups according to income, land area, age and gender and establish programmes to enhance the position of these groups within the organization, particularly with respect to recruitment, staff and committee membership, leadership position and participation in decision making. You should be able to show how disadvantaged / minority groups are actively supported to participate and take over more responsibility in the organization. Means to achieve this could be for example the establishment of a women’s committee or a representative of a certain ethnic group on the board.

Links / references

The Universal Declaration of Human Rights:

http://www.un.org/en/documents/udhr/

Annex 1: List of condensed SPO requirements, by timeline

#	C/D		O/M	☑
Before becoming Fairtrade certified				
1.1.1	**C**	Accept audits and provide relevant information	**O**	☐
1.1.2	**C**	Have a contact person for certification matters	**O**	☐
1.2.1	**C**	Be composed of a majority of small producers	**O**	☐
1.2.2	**C**	50% of the Fairtrade sales volume of each product come from small producers	**O**	☐
2.1.1	**C**	Separate member from non-member produce	**O**	☐
2.1.2	**C**	Have a written product flow from members to 1st buyer	**O**	☐
2.1.3	**C**	Keep records of produce bought from members	**O**	☐
2.1.4	**C**	Identify sales documents as Fairtrade	**O**	☐
2.1.5	**C**	Keep records of Fairtrade sales	**O**	☐
2.1.6	**C**	Keep processing records	**O**	☐
2.1.7	**C**	Mark Fairtrade product as Fairtrade	**O**	☐
2.1.8	**C**	For cocoa, cane sugar, juice or tea producers, physical traceability doesn't need to be kept in the processing stage	**O**	☐
2.2.1	**C**	For newly certified Fairtrade producers, products held in stock for up to 1 year can be sold as Fairtrade	**O**	☐
2.3.1	**C**	Don’t sign new Fairtrade contracts when suspended.	**O**	☐
2.3.2	**C**	Stop selling Fairtrade products immediately when decertified	**O**	☐
2.3.3	**C**	New Fairtrade prices for new contracts. Signed contracts don’t change even if new prices are published.	**O**	☐
2.4.1	**C**	Get permission for the use of the Fairtrade trademark in promotional material	**O**	☐
3.1.1	**C**	Inform members of production requirements	**O**	☐
3.2.1	**C**	Have person responsible for environmental requirements	**O**	☐
3.2.9	**C**	Central storage of hazardous chemicals must be safe	**O**	☐
3.2.13	**C**	Don’t reuse pesticide containers for food or water	**O** / **M**	☐
3.2.15	**C**	Have a list of all pesticides used and identify whether they are on the Red or Amber list	**O**	☐
3.2.16	**C**	Don’t use chemicals on PML + If PML materials exist to be marked as not for use on FT crops	**O** / **M**	☐
3.2.17	**C**	Apply for exceptional use of certain prohibited materials	**O** / **M**	☐
3.2.32	**C**	Don’t use GMO + implement prevention measures	**O** / **M**	☐
3.2.33	**C**	Don’t have negative impacts on protected and HCV areas	**M**	☐

3.3.1	**C**	Don't discriminate	**O**	**M**	☐
3.3.2	**C**	No tests during recruitment	**O**	**M**	☐
3.3.3	**C**	No corporal punishment	**O**	**M**	☐
3.3.4	**C**	No sexual harassment	**O**	**M**	☐
3.3.5	**C**	No forced labour. Explain workers they have the right to leave	**O**	**M**	☐
3.3.6	**C**	No conditional working for spouses	**O**	**M**	☐
3.3.7	**C**	Don't employ children under 15	**O**	**M**	☐
3.3.8	**C**	Children under 15 are allowed to help on farms only under strict conditions	**M**		☐
3.3.9	**C**	Ensure that children under 18 do not work in exploitative, unsafe or unhealthy situations.	**O**	**M**	☐
4.2.1	**C**	Have a GA as the highest decision making body once a year with a democratically elected board	**O**		☐
4.2.2	**C**	Have list of members and membership rules	**O**		☐
4.2.3	**C**	Follow own rules	**O**		☐
4.2.4	**C**	Hold a GA at least once a year	**O**		☐
4.2.5	**C**	Inform members about GA	**O**		☐
4.2.6	**C**	Have minutes of GA meetings	**O**		☐
4.2.7	**C**	Approval of accounts in GA	**O**		☐
4.2.8	**C**	Administration in place	**O**		☐
4.2.9	**C**	Keep books and records	**O**		☐
4.2.10	**C**	Have a bank account	**O**		☐
4.3.1	**C**	No discrimination	**O**		☐
4.3.2	**C**	Have non discriminatory membership rules	**O**		☐
ONLY IF significant number of workers					
3.3.12	**C**	Declare Freedom of Association.	**O**	**M**	☐
3.3.13	**C**	Allow trade unions to meet workers	**O**	**M**	☐
3.3.14	**C**	No discrimination for union membership	**O**	**M**	☐
3.3.17	**C**	Ensure minimum salaries	**O**	**M**	☐
3.3.18	**C**	Ensure minimum salaries also through piece work	**O**	**M**	☐
3.3.19	**C**	Regular payment	**O**	**M**	☐
3.3.26	**C**	Safe workplaces	**O**	**M**	☐
3.3.27	**C**	Ensure that vulnerable persons are protected from cause of risk	**O**	**M**	☐
3.3.28	**C**	Alternative work for vulnerable persons ensured, if necessary	**O**	**M**	☐
3.3.29	**C**	Have first aid boxes and trained personnel	**O**	**M**	☐
3.3.30	**C**	Provide water and toilets for workers	**O**	**M**	☐

In the first year of certification					
3.1.2	**C**	Identify risks of not complying	**O**		☐
3.2.7	**C**	When spraying pesticides, keep buffer from people	**O**	**M**	☐
3.2.8	**C**	When spraying from the air, don't spray above human activity and water	**O**	**M**	☐
3.2.18	**C**	Preventive procedures against use of forbidden materials	**O**		☐
3.2.29	**C**	No hazardous waste in farms	**M**		☐
3.2.36	**C**	Ensure sustainable wild harvesting	**O**	**M**	☐
3.3.10	**C**	Ensure that children don't enter worse forms of child labour	**O**	**M**	☐
4.1.1	**C**	Develop FDP	**O**		☐
4.1.2	**C**	Premium included in FDP	**O**		☐
4.1.3	**C**	GA approved the FDP	**O**		☐
4.1.4	**C**	Accounting of FDP including Premium	**O**		☐
4.1.5	**C**	Update FDP once activity is completed	**O**		☐
In year 3					
3.1.3	**D**	Repeat identification of risk of not complying	**O**		☐
3.1.4	**D**	Have a procedure to monitor performance	**O**		☐
3.2.2	**D**	Train on IPM	**O**		☐
3.2.4	**C**	Train all handlers of pesticides	**O**		☐
3.2.5	**C**	Ensure PPE for all members and workers	**O**		☐
3.2.6	**D**	Raise awareness of hazards and risks of pesticides for those not directly handling them	**O**		☐
3.2.10	**C**	Store pesticides and other hazardous material properly	**M**		☐
3.2.11	**D**	Clearly label all pesticides and hazardous chemicals	**M**		☐
3.2.14	**D**	Triple rinse, puncture and properly store empty containers	**O**	**M**	☐
3.2.19	**D**	Reduce the use of herbicides	**O**		☐
3.2.20	**D**	Identify and at risk of soil erosion and eroded land	**O**		☐
3.2.23	**D**	Report measures to improve fertility	**O**		☐
3.2.24	**D**	List water sources	**O**		☐
3.2.26	**D**	Train on efficient use of water	**O**		☐
3.2.30	**D**	Have designated areas for disposal	**O**	**M**	☐
3.2.31	**D**	Raise awareness on re-using organic waste	**O**		☐

3.2.37	**D**	Raise awareness on endangered species	**O**		☐
3.2.38	**D**	Raise awareness on alien invasive species	**O**		☐
3.2.39	**D**	Record energy use in central processing facilities, make energy use more efficient and replace by renewable sources	**O**		☐
3.3.11	**D**	Implement preventive measures if child labour is identified as a risk	**O**	**M**	☐
4.1.6	**C**	Report FDP results to GA	**O**		☐
4.1.7	**D**	Include one activity for workers into FDP	**O**		☐
4.1.8	**D**	Invite workers to GA	**O**		☐
4.2.11	**D**	Train on internal Control	**O**		☐
4.3.3	**D**	Identify disadvantaged minorities	**O**		☐
ONLY IF significant number of workers					
3.3.15	**D**	Encourage workers' organization	**O**	**M**	☐
3.3.21	**D**	Have legal contracts for all workers	**O**	**M**	☐
3.3.22	**D**	Provide copy of contracts to workers	**O**	**M**	☐
3.3.23	**D**	Increase salaries above minimum level	**O**	**M**	☐
3.3.24	**D**	Assign regular work to permanent workers	**O**	**M**	☐
3.3.31	**D**	Have H&S representative	**O**	**M**	☐
3.3.32	**C**	Train workers for hazardous work	**O**	**M**	☐
3.3.33	**C**	Display safety info	**O**	**M**	☐
3.3.34	**C**	Provide PPE for workers for hazardous work	**O**	**M**	☐
3.3.35	**D**	Improve H&S conditions	**O**	**M**	☐
In year 6					
3.2.3	**D**	Demonstrate pesticide application based on knowledge	**M**		☐
3.2.12	**D**	Have equipment for spills + plan spraying to have little solution left	**M**		☐
3.2.21	**D**	Train on preventing or reducing soil erosion	**O**		☐
3.2.22	**D**	Train on appropriate use of fertilizers	**O**		☐
3.2.25	**D**	Keep informed about water sources	**O**		☐
3.2.27	**D**	Handle waste water from central facilities appropriately	**O**		☐
3.2.28	**D**	Train about risks of waste water	**O**		☐

3.2.34	**D**	Report on biodiversity	**O**		☐
3.2.35	**D**	Keep buffer zones around water bodies and between production and HCV areas	**O**	**M**	☐
3.2.40	**D**	Report on climate change mitigation measures	**O**		☐
4.1.9	**D**	Include one activity for environment in FDP	**O**		☐
4.1.10	**D**	Implement a process to collect development needs	**O**		☐
4.3.4	**D**	Have support programmes for minorities	**O**		☐
ONLY IF significant number of workers					
3.3.16	**D**	Train workers on their rights	**O**	**M**	☐
3.3.20	**D**	Set maternity leave and other social benefits	**O**	**M**	☐
3.3.25	**D**	Same benefits for temporary and migrant workers	**O**	**M**	☐