Fairtrade Standard for Small Producer Organizations

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

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Introduction

Purpose

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

Making changes to the conventional trading system that aim to benefit small producers and workers in the South and increasing their access to markets are the main goals of Fairtrade. These actions can lead to improvements in small producers' and workers' social and economic well-being, as well as to their empowerment, and to environmental sustainability. The purpose of the Fairtrade Standard for Small Producer Organizations is to set the requirements that determine participation in the Fairtrade system.

References

When setting the Fairtrade Standards, Fairtrade International (FLO) follows certain internationally recognized standards and conventions, in particular those of the International Labour Organization (ILO). Fairtrade has a rigorous standard operating procedure for setting Fairtrade standards, which can be found at www.fairtrade.net. The FI procedure is designed in compliance with the ISEAL Code of Good Practice for Setting Social and Environmental Standards.

Fairtrade International requires that producer organizations always abide by national legislation on the topics covered by this Standard, unless that legislation conflicts with internationally recognized standards and conventions, in which case the higher criteria prevail. However, if national legislation sets higher standards or ensures more favourable conditions for workers on an issue than Fairtrade International, then it prevails. The same applies to regional and sector-specific practices.

How to use this Standard

Scope

This Standard applies only to small producer organizations in the countries in the geographical scope in Annex 1.

This Standard is the Fairtrade Standard for Small Producer Organizations and you must comply with it regardless of the product you want to certify. Fairtrade International also publishes specific standards for the product(s) that you want to certify and you must also comply with those product specific standards.

Chapters

The Fairtrade Standard for Small Producer Organizations has four chapters: General Requirements, Trade, Production and Business and Development.

- The **General Requirements** chapter defines what Fairtrade understands by small producers and their organizations,
- The **Trade** chapter defines what producers can do to build fair trading practices.
- The **Production** chapter defines what producers can do via production methods to better secure sustainable livelihoods.
- The **Business and Development** chapter defines the unique Fairtrade approach to development. It explains how through social organization producers can build a basis for empowerment and sustainable livelihoods.

Structure

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

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

Requirements

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

- **Core requirements** which reflect Fairtrade principles and must be complied with. These are indicated with the term 'Core' found in the column on the left throughout the Standard.
- **Development requirements** which refer to the continuous improvements that certified organizations must make on average against a scoring system (also defining the minimum average thresholds) defined by the certification body. These are indicated with the term 'Dev' found in the column on the left throughout the Standard.

You are in compliance with the Fairtrade Standard for Small Producer Organizations if you fulfil all core requirements **and** reach the minimum score on the development requirements as defined by the certification body. For more information on how you will be audited against the core and development requirements please see the certification body's website.

Each requirement is assigned a number (0, 1, 3 or 6). This number represents the number of years you have until you are audited against the requirement. Note that some requirements may not apply to you. For example, if you and the members of your organization do not hire workers, then you will not be audited against requirements related to workers. Or, for example, if you and the members of your organization do not use any pesticides, then you will not be audited against requirements related to pesticides. In such cases, the certification body will consider these requirements as non-applicable.

In this Standard 'you' refers to the small producer organization as the responsible party for fulfilling the requirement. When requirements apply directly to the members of your organization this is explicitly indicated in this document.

The term small producer includes gatherers / collectors of wild crops. Therefore the Standard for Small Producer Organizations is applicable to associations of gatherers / collectors of wild crops such as shea tree nuts, brazil nuts, argan nuts, baobab fruits, coffee and honey when these are wild harvested.

Implementation

The certification body develops technical compliance criteria to be used during audits and for making certification decisions. These compliance criteria follow the wording and objectives of the requirements in this document.

The requirements in this Standard are applicable to 1st grade producer organizations. The certification body interprets the requirements in this Standard for 2nd and 3rd grade organizations.

A **1st-grade (producer) organization** describes a **small producer organization** whose legal members are individual small farmers.

A **2nd-grade (producer) organization** describes a **small producer organization** whose legal members are exclusively **1st-grade organization** affiliates.

A **3rd-grade (producer) organization** describes a **small producer organization** whose legal members are exclusively **2nd-grade organization** affiliates.

The Fairtrade International Standards Unit provides explanatory documents which contain further information related to this Standard. These documents can be found on the Fairtrade International website: www.fairtrade.net/standards. You will not be audited against the explanatory documents.

Application

This version of the Fairtrade Standard for Small Producer Organizations is valid from 1 February 2014. This version supersedes all previous versions and includes new and changed requirements. New requirements are identified in this Standard by the words “New 2014”.

Organizations that start their certification on or after 1 April 2014 will need to comply with all applicable requirements. The timelines indicated in requirements refer to the number of years after first certification.

Organizations that are certified before 1 April 2014 will need to comply with all applicable requirements following their regular certification cycle however there will be transition periods for complying with the “New 2014” requirements as defined by the certification body.

Requirements in this Standard identified as “New 2011” were implemented on 1 July 2011. For organizations that were certified before 1 July 2011 only, the following transition dates still apply:

“New 2011” Year 3 requirements: applicable from 1 July 2014

“New 2011” Year 6 requirements: applicable from 1 July 2017

Monitoring of changes

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

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

Change history

Version number	Date of publication	Changes
01.05.2011_v1.0	01.05.2011	Revised environmental requirements, New Standards Framework changes: Fairtrade Development Plan and management of production practices introduced, trade requirements included, Standard requirements reworded and reorganized
01.05.2011_v1.1	11.07.2012	Reference to 2nd/3rd grade organizations and definitions included in introduction Amendment in intent and scope section of 3.3 Freedom of Association, Conditions of employment and Occupational Health and Safety: Significant number of workers as defined by the certification body may vary according to region, requirement and identified risk. HIV/AIDS included in non-discrimination requirements Clarification: 50% volume rule (1.2.2) applies per Fairtrade product in case several Fairtrade products are sold by one organization, organization itself added in risk assessment requirement (3.1.2), organization must be able to prove that Fairtrade Premium is used in line with rules (4.1.4) Elimination of "safe and safety" terminology in relation to the use of pesticides. Introduction of alternative interpretation of buffers that minimize risks for people in very small farms (3.2.7). Clarification on definitions around biodiversity and updating of related references and treaties.
01.05.2011_v1.2	15.01.2014	Limited review of the Standard following the regular monitoring cycle: improved wording, inclusion of requirements from compliance criteria (2nd/3rd grade organizations and trade), improved definitions and guidance of forced labour and child protection, and new requirements marked as New 2014. Further details are available in the Main Changes document: http://www.fairtrade.net/small-producer-standards.html.
01.05.2011_v1.2	19.01.2015	Inclusion of the revised geographical scope policy

01.05.2011_v1.3	03.08.2015	Responsibility for the SPO indicators taken over by Fairtrade International (formerly by the certification body, see req. 1.2.1) Alignment with compliance criteria (see 2.3.4)

1. General Requirements

	Intent and scope This chapter outlines the requirements that relate to the certification and to the scope of this Standard. **This chapter applies to you as the certificate holder.**

1.1 Certification

Year 0	**Core**	**1.1.1** You **must accept** audits of your premises and subcontracted premises **and provide** information at the certification body's request.
Year 0	**Core**	**1.1.2** You **must appoint** a contact person for all certification matters. This person **must keep** the certification body updated with contact details and important information.

1.2 Members are Small Producers

Year 0	**Core**	**1.2.1** You are a small producer organization and at least half of your members **must be small producers**. ***Guidance:*** If your members produce less labour intensive products (cocoa, coffee, herbs and herbal teas and spices, honey, nuts, oilseeds, cereals, seed cotton), they are small producers if they comply with the following criteria: • Farm work is mostly done by members and their families. • They do not hire workers all year round. If your members produce highly labour intensive products (cane sugar, prepared and preserved fruit & vegetables, fresh fruit, fresh vegetables, tea), they are small producers if they comply with either the above or the below criteria: • They hire less than a maximum number of permanent workers, as defined and published by the certification body. • The size of the land they cultivate is equal to or below the average of the region, as defined and published by the certification body. • They spend most of their working time doing agricultural work on their farm. • Most of their income comes from their farm. For specific country and product indicators please see the "Definition of small producer for small producer organizations" published by Fairtrade International.

Year 0	**Core**	**1.2.2** At least half of the volume of a Fairtrade product that you sell as Fairtrade per year **must be produced** by small producers. ***Guidance:*** This also applies to 2nd and 3rd grade organizations. This does not mean that you can sell products from non-members as Fairtrade. All your Fairtrade products must come from members (please see requirement 2.1.1).

2. Trade

Intent and scope

This chapter outlines the rules you need to comply with when you sell Fairtrade certified products from your organization.

This chapter **does not include** the requirements you will have to fulfil if you want to trade products from **other** certified organizations. In that case you will be considered a trader and you will have to comply with the rules in the Fairtrade Trade Standard.

Finally, this chapter **does not include** the rules for composite products or composite ingredients (products or ingredients made of several components). If you want to sell composite products or ingredients you will need to follow the relevant rules in the Fairtrade Trade Standard.

Buyers **must** also **comply** with the Fairtrade Trade Standard when they buy Fairtrade products from you. You are encouraged to know those rules so you can be better positioned when negotiating Fairtrade transactions. The rules for traders are explained in the Fairtrade Trade Standard that can be found at http://www.fairtrade.net/trade-standard.html.

This chapter applies to all your Fairtrade transactions.

2.1 Traceability

Year 0	**Core**	**2.1.1** You can only sell as Fairtrade those products which were sourced from your members. For Fairtrade sales you **must physically separate** the products that were produced by members from the products from non-members, at all stages, until the product is sold. This requirement may not apply for processing of cocoa, cane sugar, juice and tea (see requirement 2.1.8). ***Guidance:*** You only need to separate the products of members and non-members that you want to sell as Fairtrade. You can always sell products from non-members, but you cannot sell them as Fairtrade products. If any of your members are also members of any other Fairtrade-certified organization(s) for the same certified product(s), it is important that you pay special attention to the traceability of the products coming from these members.

Year 0	**Core**	**2.1.2** You **must write down** the product flow from members to the first buyer. ***Guidance***: The product flow should include a description of the collection process from your members and the transaction process to your buyers.
Year 0	**Core**	**2.1.3** You **must keep records** of products sourced from members. Records **must indicate** the name of the individual member, date of purchase, product name, volume and the price received by the member.
Year 0	**Core**	**2.1.4** When you sell a Fairtrade product you **must identify** clearly in the related documents (e.g., invoices, delivery notes) that this product is Fairtrade.
Year 0	**Core**	**2.1.5** You **must keep records** of all your Fairtrade sales. Those records **must indicate** the volume sold, the name of the buyer and its Fairtrade International ID number, the date of the transaction and a reference to sales documents in such a way that the certification body is able to link these records with the corresponding sales documents.
Year 0	**Core**	**2.1.6** If you process Fairtrade products you **must keep records** that specify the amount of product before and after processing.
Year 0	**Core**	**2.1.7** When you sell a Fairtrade product you **must mark** the product clearly so that it can be identified as Fairtrade. This requirement does not apply for cocoa, cane sugar, juice and tea if you sell to operators without physical traceability. ***Guidance:*** You can decide what type of mark you will use to identify the product as Fairtrade (e.g. the Fairtrade International ID or “Fairtrade International/Fairtrade” on the package and documentation), so long as it is visible and clear.

Year 0	**Core**	**2.1.8** If you produce and process cocoa, cane sugar, juice or tea and you sell to operators without physical traceability, you **do not need** to physically separate at the processing stage the product that was produced by members from the product that was produced by non-members. You **must fulfil** the following rules: • The volumes sold as Fairtrade **must not exceed** the equivalent volumes produced by your members. • The product **must be produced** by your members before it is sold. • The product from your members **must be delivered and processed** in the same site where the Fairtrade product is processed. • The product from members **must be of the same kind and quality** as the input used to process the Fairtrade product (like for like). If you want to sell cocoa, cane sugar, juice and tea to operators that have physical traceability in place then you **must physically separate** the product during processing. ***Guidance:*** The above are called the Mass Balance Rules. To explain what the "same kind" of product means two examples are given: If you sell cocoa powder made with high quality cocoa, the product that you get from members cannot be low quality cocoa beans. Or, if you sell organic tea, the product that you get from members cannot be non-organic tea. The possibility to mix product from members and non-members only applies at the processing stage if you process yourself or subcontract the processing. Up to the processing stage, physical separation (as in requirement 2.1.1) is mandatory.
2.2 Sourcing		
Year 0	**Core**	**2.2.1** When you become certified you can sell the product that you have in stock as Fairtrade, but you **must not sell** the product that was produced more than one year before initial certification as Fairtrade. ***Guidance:*** This requirement means that a producer organization obtaining certification may begin selling recently harvested products in stock from the last 12 months of production without having to wait for the next harvest after initial certification. Traceability requirements will be applied to these products, i.e. the products must have come from members.
2.3 Contracts		

Year 0	**Core**	**2.3.1** You **do not sign** new Fairtrade contracts if: • your buyer is suspended; or • you are suspended; unless you can **prove** that you have existing trade relationships. If you do have existing trade relationships you **can sign** new contracts with this partner but the volume is restricted to up to a maximum of 50% of the volume traded with each partner in the previous year. In all cases you **must fulfil** existing Fairtrade contracts during the suspension period. ***Guidance:*** The contracts can be cancelled only if you and your buyer both agree to it in writing. The certification body will determine whether an existing trading relationship exists.
Year 0	**Core**	**2.3.2** If you or your first Fairtrade buyer are decertified, you **must stop selling** any Fairtrade products from the date of decertification even if you have signed Fairtrade contracts still to be fulfilled.
Year 0	**Core**	**2.3.3** If Fairtrade International publishes new Fairtrade Minimum Prices, you must fulfil all signed contracts at the price agreed in the contract. ***Guidance:*** The price in the contract can be modified only if you and your buyer both agree to it in writing.
Year 0	**Core**	**2.3.4** You **must sign** binding purchase contracts provided by your buyers, which are in line with Fairtrade requirements. Unless otherwise stated in the product Standards, contracts **must** at minimum clearly **indicate** the agreed volumes, quality, price (Fairtrade Minimum Price or market price; whichever is higher), payment terms, and delivery conditions. All contracts between producers and Fairtrade payers or conveyors **must stipulate** a mechanism to resolve conflicts separate from jurisdiction, agreed by both parties. ***Guidance***: It is the responsibility of your buyer to provide a contract that is in line with Fairtrade requirements. It is your responsibility to sign the contract, once you agreed with your trader.

2.4 Use of Fairtrade trademark		
Year 0	**Core**	**2.4.1** If you want to use the FAIRTRADE Mark on your wholesale packaging or external promotional material (such as brochures, websites or invoices for Fairtrade products) you **must first contact** Fairtrade International for approval at artwork@fairtrade.net. ***Guidance:*** Fairtrade International encourages producers to use the FAIRTRADE Mark but needs to verify that it is used in line with the "Trademark Use Guidelines" to protect its integrity. Please calculate 5 to 6 weeks for the complete process. If you used the FAIRTRADE Mark without prior permission you do not need to remove it immediately, just contact artwork@fairtrade.net to discuss necessary steps.
Year 0	**Core**	**2.4.2** If you produce finished Fairtrade products and want to sell them to consumers under your own brand name with any FAIRTRADE Mark, **you must sign a contract** with Fairtrade International or with a National Fairtrade Organization. ***Guidance:*** Please contact Fairtrade International at license@fairtrade.net for more information.

3. Production

		Intent and scope This chapter outlines the ethical and sustainable production practices that are behind every Fairtrade certified product.

3.1 Management of Production Practices

		Intent and scope The requirements in this Standard apply to small producers that are part of organizations with formalized structures of management. The requirements acknowledge these internal structures and expect you to find the best means to guarantee your members' continuous compliance. For this reason, unless you are a 2nd or 3rd grade organization, this Standard does not require a formal internal quality management system. However, the requirements support you in monitoring your members' compliance with this chapter (chapter 3 - Production).
Year 0	**Core**	**3.1.1** You **must inform** and **explain** to your members the environmental and labour requirements in the Production chapter. ***Guidance:*** You could keep a list of members that grow Fairtrade products, and identify the activities that have been implemented to raise awareness about the intention and the meaning of the requirements in this chapter.
Year 1	**Core**	**3.1.2** You **must identify** which requirements in the Production chapter you and your members may be at risk of not complying with. ***Guidance:*** Risks refer to the probability of members not being able to comply with the requirements. The information needed to determine risks would most probably come from knowledge within the community, from your and your members' experiences or from discussions at the General Assembly.
Year 3 **New 2011**	**Dev**	**3.1.3** Your identification of risks **must be repeated** periodically, at a minimum every 3 years. ***Guidance:*** The identification could be repeated more frequently if needed.
Year 3 **New 2011**	**Dev**	**3.1.4** You **must define** and **implement** a procedure to monitor and evaluate the performance of your members in relation to the requirements in the Production chapter. ***Guidance:*** You could obtain performance results by evaluating your members directly or by encouraging members to evaluate themselves and to provide feedback to you based on their knowledge of their own situation.
Year 3	**Dev**	**3.1.5** If you are a 2nd or 3rd grade organization, you **must implement** an Internal Control System (ICS) on the 2nd/3rd grade level which enables you to control compliance with Fairtrade requirements on all levels of the organization. ***Guidance***: General principles for a functioning ICS are: •A documented description of the ICS •A documented management structure •One person responsible for the ICS •An internal regulation to ensure compliance •Identified internal inspectors •Training of the person responsible and the internal inspectors

		•Annual inspections and reports •Use of internal sanctions •Regularly updated Growers List •Use of risk assessment to address risks and threats to the integrity of the ICS The certification body will define and publish the necessary elements that an ICS will require.
3.2 Environmental Development		
		Intent and scope This section intends to ensure that you and the members of your organization have agricultural and environmental practices that are sustainable and minimize risks and that biodiversity is protected and enhanced.
	Environmental management	
		Intent and scope This section intends to ensure coordinated action and capacity building among you and your members to achieve the goal of a sustainable production system.
Year 0	**Core**	**3.2.1** One person in your organization **must be given** responsibility to lead the operational steps required for your organization to comply with the requirements in section 3.2 Environmental Development. ***Guidance:*** The chosen person does not need to have a formal education in subjects such as the environment or agronomy but needs to have enough practical or theoretical knowledge to be able to perform these tasks properly. This person should be in a position that can influence decision making at the organizational level.
	Pest management	
		Intent and scope This section intends to minimize risks from handling pesticides, promote the use of integrated pest management tools, and aims at reducing the amounts of pesticides used as much as possible. When pesticide use is necessary, you and the members of your organization are encouraged to use pesticides that are the least toxic as economically and technically feasible. **Pest management requirements are applicable to all crops that the organization is certified for and also to the fields where they are grown.** This means that the use of forbidden pesticides on the certified crops, even if not intended for the Fairtrade market, is not allowed.
		Integrated pest management
Year 3 **New 2011**	**Dev**	**3.2.2** You **must provide training** to your members on the subject of integrated pest management. Training **must include**: • the monitoring of pests and diseases • alternative ways to control pests and diseases • preventive measures against pests and diseases

		• measures to avoid that pests and diseases build up resistance to pesticides ***Guidance:*** Alternative controls refer to methods other than the use of chemical pesticides. These can include biological controls such as the introduction of natural enemies or physical controls such as sticky traps to capture pests, as well as other means that serve to reduce and/or control the population of the pest. Preventive measures refer to cultivation techniques that may reduce the presence or the effects of pests. Your members are free to choose suitable measures. These can include crop rotation, ground covers, mixing compost with the soil, removing pest infested plants and plant parts and intercropping.
Year 6 **New 2011**	**Dev**	**3.2.3** Your members **must be able to demonstrate** that pesticides are applied based on knowledge of pests and diseases. ***Guidance:*** Pesticide application decisions based on monitoring can best happen when you and your members understand which pests and diseases affect your Fairtrade crop and under which conditions they may put the crop at risk. Monitoring can include diagrams or sketches showing the distribution of pests and diseases in the field which could lead to spot pesticide applications.
		Proper use and handling of pesticides and other hazardous chemicals
Year 3	**Core**	**3.2.4** You **must provide training** to members and workers who handle pesticides and other hazardous chemicals on the risks of handling these materials and on how to handle them properly. Training **must address:** • how to properly store pesticides and hazardous chemicals especially so these cannot be reached by children • how to understand the product label and other safety instructions made available by the manufacturer. Containers should be labelled indicating contents, warnings, and intended uses (preferably in the original container when possible) • how to handle accidents and spills when preparing and applying • how to properly handle and dispose of empty containers, including triple rinsing and puncturing containers • intervals of time when people are not allowed to enter a sprayed area or field without any personal protection equipment.
Year 3 **New 2011**	**Core**	**3.2.5** You **must implement measures** to ensure that all people, including members and workers, wear appropriate personal protective equipment (PPE) when handling pesticides or hazardous chemicals. ***Guidance:*** PPE is protective clothing that effectively limits exposure to hazardous chemicals. PPE includes garments or equipment which cover the arms and legs, footwear (shoes or boots), a mask when applicable and, if spraying crops above your head, a hat. Specific garments will vary according to local context. The product labels may provide further guidance on the type of PPE that should be used when mixing and applying. Exposure may also be reduced by choosing certain formulations and modes of application. You can seek advice from the supplier or manufacturer.
Year 3	**Dev**	**3.2.6** You **must raise awareness** amongst all members and workers of the hazards and risks related to pesticides and other hazardous chemicals, even if they are not directly handling these materials.

Year 1	**Core**	**3.2.7** You and the members of your organization **must not apply** pesticides and other hazardous chemicals within 10 meters from ongoing human activity (housing, canteens, offices, warehouses or the like with people present). A buffer zone of at least 10 meters **must be kept** unless there is a barrier that effectively reduces pesticide drift. Alternatively appropriate re-entry intervals can be applied so that people are not affected by pesticide drift. ***Guidance:*** The size of a reduced buffer zone may depend on the density of the barrier and on the spraying or application methods.
Year 1	**Core**	**3.2.8** If you and the members of your organization spray pesticides or other hazardous chemicals from the air, you and the members of your organization **must not spray** above and around places with ongoing human activity or above and around water sources. If spraying is outsourced to subcontractors, you and the members of your organization **must make sure** that this requirement is met. ***Guidance:*** When spraying is done from the air, buffer zones need to be larger than when spraying from the ground. To guarantee that buffer zones are respected, you could identify places with human activity, rivers and other water sources on maps for pilots responsible for the spraying. If it is not possible to avoid spraying over small rivers or irrigation channels that flow within fields, you can protect them by planting protective vegetation.
Year 0	**Core**	**3.2.9 If you have** a central storage area for pesticides and other hazardous chemicals, you **must maintain** it in a way that minimizes risks. The storage area **must**: • be locked and accessible only to trained and authorised personnel • be ventilated to avoid a concentration of toxic vapours • have equipment, such as absorbent materials, to handle accidents and spills • not contain food • contain hazardous materials clearly labelled and indicating contents, warnings, and intended uses, preferably in the original container when possible, and • contain information on proper handling (safety sheets) ***Guidance:*** To further reduce risks you are encouraged to store the least amount of stock as possible and practical for you, depending on need, season, and distance to suppliers. It is good practice to keep obsolete materials in your storage area until they can be disposed of properly.
Year 3	**Core**	**3.2.10** Your members **must store** pesticides and other hazardous chemicals in a way that minimizes risks, especially so they cannot be reached by children.
Year 3	**Dev**	**3.2.11** Your members **must have** all pesticides and hazardous chemicals clearly labelled. ***Guidance:*** Containers should be labelled indicating contents, warnings, and intended uses (preferably in the original container when possible).
Year 6	**Dev**	**3.2.12** Your members **must have equipment** to handle accidents and spills in the areas where they prepare or mix pesticides and other hazardous chemicals, so these do not seep into soil or water. Members **must plan** spraying in such a way as to have no or very little spray solution left. ***Guidance:*** The equipment can be very simple, such as absorbent material.
Year 0	**Core**	**3.2.13** You and the members of your organization **must not reuse** pesticide and other

		hazardous chemical containers to store or transport food or water.
Year 3	**Dev**	**3.2.14**You and the members of your organization **must triple rinse, puncture and store** empty containers properly. All equipment that has been in contact with hazardous materials **must be cleaned and stored properly**. ***Guidance:*** Store properly means to reduce risk of hazards by keeping away from people, animals and water sources. Equipment refers to other material that has been in contact with pesticides, such as personal protection equipment (PPE), filters, measuring and application equipment. You are encouraged to contact chemical suppliers and/or local authorities for disposing of these materials. Pesticide and other hazardous material remnants are covered under requirements related to storage (see 3.2.9 and 3.2.10).
		Choice of pesticides used
Year 0	**Core**	**3.2.15**You **must compile a list** of the pesticides that are used on Fairtrade crops and keep it updated, at a minimum every 3 years. You must indicate which of those materials are in the Fairtrade International Prohibited Materials List (PML), part 1, Red List and part 2, Amber List (see Annex 2). ***Guidance:*** You can decide how you gather this information. You are encouraged to update the list often. The list can be compiled through interviews and informal communication with groups of members, or by collecting records of use kept by members. The Fairtrade International PML has two parts, part 1, the Red List, which includes a list of prohibited materials and part 2, the Amber List, which includes a list of materials which will be monitored and by 2015 decided whether or not they will be included in the Red List. You are encouraged to abandon the use of materials in the Amber List.
Year 0	**Core**	**3.2.16**You and the members of your organization **must not use** any of the materials on the Fairtrade International PML part 1 (Red List) on Fairtrade crops (see Annex 2). Prohibited materials **must be clearly marked** not for use on Fairtrade crops. ***Guidance:*** You may use materials listed on the PML on crops that are not Fairtrade crops, but you will be asked by auditors for which crops and pests you are using them. You are encouraged not to use these materials on any of your crops as they are dangerous for you and the environment.
Year 0	**Core**	**3.2.17** By derogation from 3.2.16, you and your members may apply certain materials from the Fairtrade International PML part 1 (Red List). You may use materials **only** if you have previously **requested** the use to the certification body and **received permission**. This requirement only applies when the certification body allows the use of a material specified in the Fairtrade International PML Red List of Materials by derogation. The certification body may only grant permission for materials and their scope in the Fairtrade International PML part 1 (Red List). You **must demonstrate** that the use of these materials is minimized and undertaken only in case of definite need, used under appropriate health and safety conditions 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.
Year 1	**Core**	**3.2.18**You **must develop** a procedure to ensure that members do not use any materials on their Fairtrade crops that appear on the Fairtrade International PML part 1 (Red List). The procedure **must** at least **include** activities that raise your members' awareness of the PML.

		Guidance: The procedure can describe any series of measures that are effective for your members. It may also include activities such as keeping and communicating an updated list of the commercial names of the materials on the PML part 1 (Red List), identifying those materials that may be critical to your members, as well as activities that aim at an exchange of best practices based on your members' experiences.
Year 3 **New 2011**	**Dev**	**3.2.19**You **must work** toward all members who use herbicides minimizing the amount they use by implementing other weed prevention and control strategies. ***Guidance:*** Strategies may include activities to avoid favourable growing conditions for weeds, to bring competition to weeds or to promote alternative control measures such as mechanical weeding, manual weeding, using herbivores or biological control.
	Soil and water	
		Intent and scope Soil and water are non-renewable resources. Fertile soils and clean and available water are important for the sustainability of the production system. **Soil and water requirements are applicable to the Fairtrade crops and fields where they are grown.**
		Soil erosion
Year 3	**Dev**	**3.2.20**You **must identify** land at risk of soil erosion and land that is already eroded in fields where your members plant Fairtrade crops.
Year 6	**Dev**	**3.2.21**You **must provide training** on practices that reduce and/or prevent soil erosion to those members of your organization where risk of soil erosion or already eroded land has been identified. ***Guidance:*** The training may include information on preventive measures to avoid erosive conditions, remedial actions, establishing groundcovers or other kinds of vegetation.
		Handling fertilizers
Year 6 **New 2011**	**Dev**	**3.2.22**You **must provide training** to the members of your organization on the appropriate use of fertilizers. This training **must include**: • measures to ensure that fertilizers (organic and inorganic) are applied in amounts that respond to the nutrient need of the crop • measures to store fertilizers separately from pesticides in a way that minimizes risks of polluting water ***Guidance:*** Nutrient content of soil may be determined by producers based on their knowledge. If soil samples are sent to laboratories for analysis, the samples shall represent all cultivated land and be analyzed as often as possible. Cross contamination between fertilizers and pesticides can lead to crop damage. However, if the label or the instructions allows mixing, they can be stored together.
		Soil fertility
Year 3	**Dev**	**3.2.23**You **must report** on measures that you as an organization and your members have implemented to improve soil fertility. ***Guidance:*** You are free to choose how you report the activities. Measures can include

		practices such as crop rotation, intercropping, agroforestry, the use of ground covers, or incorporating compost or green manures into the soil.
		Sustainable water sources
Year 3 **New 2011**	**Dev**	**3.2.24** You **must list** sources of water used for irrigating and processing Fairtrade crops. ***Guidance:*** Maps or schemes that show the location of the water sources are acceptable.
Year 6 **New 2011**	**Dev**	**3.2.25** You **must keep informed** about the situation of the water sources in your area. In case local environmental authorities or other entities consider that your water sources are being depleted, or are in a critical situation, or under excessive pressure, you **must engage** in a dialogue with the authorities or local existing initiatives in order to identify possible ways to be involved in research or solution finding. ***Guidance:*** You may find it difficult to know if a water source is sustainable or if it has replenishing capacity, but you may monitor the existing knowledge about the sustainability of the water sources for related information and/or claims with local authorities, universities or organizations that are working in your region.
		Sustainable water use
Year 3 **New 2011**	**Dev**	**3.2.26** You **must provide training** to the members of your organization on measures to use water efficiently. This training **must include:** • estimating how much water is needed to irrigate and/or process Fairtrade crops • measuring (or estimating) how much water is extracted from the source • measuring how much water is used for irrigation and/or processing • providing maintenance to the water distribution system • adopting as applicable, methods to recirculate, reuse and/or recycle water.
Year 6 **New 2011**	**Dev**	**3.2.27** You **must handle** waste water from central processing facilities in a manner that does not have a negative impact on water quality, soil fertility or food safety. ***Guidance:*** Waste water from processing facilities includes water contaminated by the processing itself and waste water from sanitary facilities. You may define a plan to monitor the water quality of the waste water discharged from processing facilities. Such a plan may include: baseline levels of acceptability for waste water quality, method(s) of analysis of water quality and a specified frequency of monitoring and means to correct any incidence of contaminants down to adequate levels. You may install water filtration or other treatment systems in the processing facilities.
Year 6 **New 2011**	**Dev**	**3.2.28** You **must provide training** to your members about waste water and the health risks it bears as well as on the prevention of risks and treatment methods of waste water and their implementation. ***Guidance:*** Plans to improve the sanitary conditions at member level could complement the training.
	Waste	
		Intent and Scope Reducing, reusing, handling and recycling waste in a manner that is appropriate to the respective materials reduces risks from hazardous waste and leads to an improved

		environment and work place. **The waste management requirements in this section are applicable to the fields where Fairtrade crops are grown.**
Year 1	**Core**	**3.2.29** You **must ensure** that your members keep their farms free of hazardous waste. ***Guidance:*** You may explain to your members which waste is hazardous, in which operations hazardous waste is involved and ways to handle and store hazardous waste properly in order to minimize risks.
Year 3 **New 2011**	**Dev**	**3.2.30** You and the members of your organization **must have** designated areas for the storage and disposal of hazardous waste. In the absence of appropriate disposal facilities, small amounts of hazardous farm waste can be burned in a well-ventilated area away from people, animals or crops. You and the members of your organization may only burn hazardous waste if it is allowed by local regulation and all safety recommendations are followed. ***Guidance:*** You may provide central areas for disposal and storage of hazardous waste so that your members may avoid disposing of them unsafely or store them indefinitely. You may also contact suppliers and local authorities to help you identify hazardous materials and better practices to handle and dispose of them.
Year 3 **New 2011**	**Dev**	**3.2.31** You **must raise awareness** among your members about re-using organic waste through the implementation of practices that allow nutrients to be recycled. You and your members may only burn organic waste if it is required by applicable legislation for sanitary purposes, or it is clearly a more sustainable practice. ***Guidance:*** Examples of good practices are composting, mulching and using green manures. Feeding animals with organic waste contaminated with pesticides and burning organic waste are not sustainable practices. If burning organic waste for sanitary reasons is undertaken, it should be done in a strictly controlled manner to minimize risk of wildfires and smoke production. Using organic waste as fuel could be considered a more sustainable practice.
	Genetically Modified Organisms (GMO)	
		Intent and scope Genetically Modified (GM) crops do not contribute to sustainability in the long run. GM crops increase dependencies on external inputs and discourage an integrated approach in the production system thus inhibiting resiliency. GM crops may also have potential negative impacts on human health and to the environment. **GMO requirements in this section are applicable to all crops that the organization is certified for and also to other crops grown in the same fields.** This means that the parallel production of a GMO variety and a non-GMO variety of the certified crops inside the organization, even if not intended for the Fairtrade market, is not allowed.
Year 0	**Core**	**3.2.32** You and your members **must not** intentionally **use** genetically engineered seed or planting stock for Fairtrade crop(s). You **must implement** practices to avoid GM contamination in seed stocks. ***Guidance:*** You may evaluate the potential risk of your members to use genetically modified seed stock and/or planting material. You may establish a program to raise awareness about the GM species and varieties which are registered in the country or region and are to be sold as Fairtrade. For species identified as at risk, you may

		establish additional measures to avoid use of these seed lots. You may make a list of GMOs being marketed in the country, by species, trait, and brand names. You may monitor publicly available lists to know what products are available on the market as GMOs. For any crops that your members grow that are of known GMO species you may have a standardized procedure for requiring documentation, analysis and other non-GMO verification for the seed in question. In cases where there is a risk of GMO contamination of the FT crop, you may • have a plan to actively seek out and request non-GMO seed. • keep records that show the distribution of the seed – by farmer name, quantity, lot number(s) of the seed, brand/source. • check if amount of seed distributed to the farmer matches theoretical planting density for the stated planted acreage. If you save/produce your own seed, your species, field production techniques and post-harvest practices may be monitored to ensure contamination is avoided. A sampling and testing protocol may be in place, with a rationale given for the frequency and types of tests.
	Biodiversity	
		Intent and scope Biodiversity supports natural ecosystems. The loss of natural ecosystems is a threat to the sustainability of the production system because the benefits they provide can be lost. These benefits include enhanced water conservation, soil fertility, potential alternative crops, hosting of natural enemies, and a reserve of products important to local communities. Natural ecosystems also provide a buffer to mitigate and adapt to the effects of climate change. **Biodiversity requirements in this section are applicable to the whole farm where a Fairtrade crop is grown.**
Year 0	**Core**	**3.2.33**Your members **must avoid** negative impacts on protected areas and in areas with high conservation value within or outside the farm or production areas from the date of application for certification. The areas that are used or converted to production of the Fairtrade crop **must comply** with national legislation in relation to agricultural land use. ***Guidance:*** "Protected areas" are a clearly defined geographical space, recognised, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values (IUCN 2008). Protected areas can be public or private biological conservation areas. You may identify protected areas with the help of local, regional or national authorities. "Areas with high conservation value" is a concept developed by Forest Stewardship Council –FSC- and refers to areas that are worth conserving because they are important on a local, regional or global scale and which may include social value such as the benefits that an area provides to a community in terms of its cultural importance or economic resource. Biological value includes ecosystems or habitats of an endangered species. These areas can usually be identified through natural vegetation with low disturbance from agriculture, forestry, industry, urbanism or other. You may initially identify areas with high conservation value based on available knowledge within your organization and neighbouring community. You may wish to consult with elders and people in the community who may have knowledge of the natural vegetation in the region.(For more information see www.fsc.org and www.hcvnetwork.org) "Negative impact" refers to partial or complete destruction of the protected area or loss of

		the conservation value.
Year 6 **New 2011**	**Dev**	**3.2.34** You **must report** on activities that you or your members carry out to protect and enhance biodiversity. ***Guidance:*** Members are free to choose how they report their activities to you. Activities can include: • identification of key biodiversity issues in the region and actions that your members have implemented in order to improve the situation • activities you have provided to your members such as raising awareness about biodiversity or training in techniques to protect it • agro-forestry systems • maintaining and restoring natural ecosystems in areas that are not suitable for cultivation, and in buffer zones around bodies of water and watershed recharge areas and between production and areas of high conservation value, either protected or not • activities to increase ecosystem connectivity by identifying unproductive sites and buffer zones. You may find valuable knowledge within your local community regarding further activities. With time you may benefit from advice by local experts such as authorities, universities, NGOs or online data bases. Restoration of ecosystems can take place by actively replanting native vegetation or by actively protecting it to allow regeneration of native vegetation.
Year 6 **New 2011**	**Dev**	**3.2.35** You and the members of your organization **must maintain** buffer zones around bodies of water and watershed recharge areas and between production areas and areas of high conservation value, either protected or not. Pesticides, other hazardous chemicals and fertilizers **must not be applied** in buffer zones. ***Guidance:*** Buffer zones lead to better management and sustainability of adjacent protected areas which thus enhances biodiversity. Clusters of small farms can be considered a single production site, with buffer zones at its perimeters only. It is recommended that total use of land for crop production be avoided. It is also recommended that buffer zones, where feasible, are connected in order to create ecological corridors. Restoration of ecological corridors may take place by actively reintroducing the native vegetation or by protecting it to allow regeneration of native vegetation. No requirement is made on minimum distance.
Year 1	**Core**	**3.2.36** You and the members of your organization that carry out wild harvesting of Fairtrade products from uncultivated areas **must assure** the sustainability and survivability of the collected species in its native habitat. ***Guidance:*** Wild harvesting implies that the only productive activity in the uncultivated area is the harvest itself. Any other activities (e.g. clearing paths, maintaining camps) should be done in a way that minimizes human impact. Assuring sustainability refers to harvesting in such a way to maintain the species, maintain availability to other species in the ecosystem that depend on it, and ensure that the subsequent harvest cycle will provide a comparable quantity.
Year 3 **New**	**Dev**	**3.2.37** You **must raise awareness** among your members so that no collecting or hunting of rare or threatened species takes place. ***Guidance:*** Initial classification of rare and threatened species may be made by your

2011		members based on their own knowledge. You may want to contact a local expert on biodiversity who would provide support in identifying rare and threatened species and in adjusting the initial classification. In addition to regional or local information, you may want to look at IUCN red list of threatened species at http://www.iucnredlist.org for further reference.
Year 3 **New 2011**	**Dev**	**3.2.38** You **must raise awareness** among your members so that alien invasive species are **not introduced**. ***Guidance:*** Initial classification of alien species may be made by your members based on their own knowledge. You may want to contact a local expert who could provide support in identifying alien species and ways in which their introduction and propagation may be avoided. For further information see the Convention of Biological Diversity at http://www.cbd.int/invasive/
	Energy and greenhouse gas (GHG) emissions	
		Intent and scope Agriculture is vulnerable to climate change. It also has the potential to reduce climate change by reducing emissions, increasing carbon sinks, enhancing biodiversity and maintaining natural habitats. Strengthening the sustainability of local production systems by lowering dependencies on external inputs may be an important way of adapting to climate change. **Energy and greenhouse gas (GHG) emission requirements in this section are applicable to the whole farm where a Fairtrade crop is grown.**
Year 3 **New 2011**	**Dev**	**3.2.39** In central processing facilities where non-renewable energy is used you **must keep** records of energy consumption, take measures to use energy more efficiently and replace non-renewable sources by renewable ones as far as possible. ***Guidance:*** Records are intended to help to identify measures and make informed decisions on how to reduce energy consumption. An example of more efficient energy use is the adequate maintenance of processing equipment.
Year 6 **New 2011**	**Dev**	**3.2.40** You **must report** on practices that you or the members of your organization carry out to reduce GHG emissions and increase carbon sequestration. ***Guidance:*** Incorporating green manure in the fields and increasing organic matter in the soil contribute to the increase in carbon sequestration.
3.3 Labour Conditions		
		Intent and scope This section intends to ensure good working conditions for workers. Fairtrade International regards the core ILO conventions as the main reference for good working conditions. Workers are waged employees, whether they are permanent or temporary, migrant or local, subcontracted or directly employed. Workers include all hired personnel whether they work in the field, in processing sites, or in administration. Senior managers and other professionals are not considered workers. The requirements in this section apply to all members of your organization that produce a Fairtrade crop, and to all businesses and facilities that are related to Fairtrade production and processing of which you or your members own 75% or more.

		Requirements will only be audited within this scope. Nevertheless Fairtrade International expects that all your operations unrelated to Fairtrade are also conducted in a way that upholds national law, including international human rights treaties ratified by your government. Therefore, if Fairtrade International identifies or receives information on any violation of rights of children or vulnerable adults, this will trigger Fairtrade's internal protection procedures that include reporting to relevant national protection bodies.
	Freedom from discrimination	
		Intent and scope This section intends to prevent discrimination against workers based on the content of ILO Convention 111 on Discrimination. The Convention defines discrimination as "any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation" (Article 1). Discrimination is making an unfair distinction in the treatment of one person over another on grounds that are not related to ability or merit. **This section is applicable to all workers employed by you and by the members of your organization. This section applies to workers employed directly or indirectly (subcontracted).**
Year 0	**Core**	**3.3.1** You and the members of your organization **must not discriminate** on the basis of race, colour, gender, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, membership of unions or other workers' representative bodies, national extraction or social origin in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement or other activities. ***Guidance:*** Where discrimination based on any of the above mentioned indicators is endemic within a sector or region you are encouraged to address this within the framework of your Fairtrade Development Plan.
Year 0	**Core**	**3.3.2** During the recruitment of workers you and the members of your organization **must not test** for pregnancy, HIV or genetic disorders.
Year 0	**Core**	**3.3.3** You and the members of your organization **must not engage in, support, or tolerate** the use of corporal punishment, or mental or physical coercion or verbal abuse. ***Guidance:*** Where such practices are endemic within a sector or region you are encouraged to address this within the framework of your Fairtrade Development Plan, for example by developing a written policy and a system to prevent improper disciplinary practice.
Year 0	**Core**	**3.3.4** You and the members of your organization **must not engage in, support, or tolerate** behaviour, including gestures, language, and physical contact, that is sexually intimidating, abusive or exploitative. ***Guidance:*** Where such practices are endemic within a sector or region you are encouraged to address this within the framework of your Fairtrade Development Plan, for example by developing a written policy and a system that clearly prohibits sexually intimidating behaviour.
	Freedom from forced or compulsory labour	

		Intent and scope This section intends to prevent forced or bonded labour, including trafficking and sexual exploitation based on ILO Conventions C29 (Forced Labour Convention) and C105 (Abolition of Forced Labour Convention) and Protocol 029 (Trafficking in persons). "Forced or compulsory labour shall mean all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily" (Article 2). **This section is applicable to all workers employed by you and by the members of your organization. This section applies to workers employed directly or indirectly (subcontracted).**
Year 0	**Core**	**3.3.5** You and the members of your organization **must not** engage in forced labour, including bonded or involuntary prison labour. You **must explain** this to all workers. ***Guidance:*** "Forced labour" includes work for which a person has not offered him or herself voluntarily and they are forced to perform under the threat of any penalty. Slavery, misuse of prison labour, forced recruitment, debt bondage, human trafficking for labour and/or sexual exploitation are some examples of forced labour. It is considered forced labour if you retain any part of the workers' salary, benefits, property or documents in order to force them to remain in their employment. If you require or force workers to remain in employment against their will using any physical or psychological measure that is considered forced labour. If you demand unreasonable notice period for termination of the contract of employment, it is also considered forced labour. The term "bonded labour" or "debt bondage" refers to workers that have received loans from employers, where these loans are subject to unreasonable and/or unjust terms and conditions for repayment, where the worker and/or their families are held to pay off the loan through their labour against their will.
Year 0	**Core**	**3.3.6** You and the members of your organization **must not make** the employment of a worker or an offer of housing conditional on the employment of their spouse. Spouses have the right to work elsewhere.
	Child labour and child protection	
		Intent and Scope This section intends to prevent labour that is damaging to children based on ILO Convention 182 on the Worst Forms of Child Labour addressing "work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children" and on ILO Convention 138 on Minimum Age. "The minimum age specified in pursuance of paragraph 1 of this Article shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years". **This section is applicable to all workers employed by you and by the members of your organization. This section applies to workers employed directly or indirectly (subcontracted).**
Year 0	**Core**	**3.3.7** You and the members of your organization **must not employ** children below the age of 15 or under the age defined by local law, whichever is higher. ***Guidance:*** In the case of child-headed households where all members of the house-hold are below the age of 18 years, a child's right approach should be used to interpret the minimum age requirements, giving priority to the best interest of the child. The minimum age requirement also applies to children who are employed indirectly by you or the members of your organization, for example when children of workers are working with their parents in your or your members' fields. If the age of a child is

		unknown, all efforts must be made to identify the age following child rights guidelines. When there is a high likelihood of child labour as defined by ILO Convention 138 (Minimum age) and ILO Convention 182 (Worst forms of child labour) occurring you are encouraged to address this and include actions that tackle root causes of child labour such as ensuring safe schooling of children in your Fairtrade Development Plan,. If there are no schools available in the area where children live, all effort should be given to work with national authorities and/or other relevant partners to build schools for children or provide safe transportation so children can attend the nearest schools. If children who migrate temporarily with their working families to areas where no schools are available, temporary schooling alternatives could be sought and provided so children can attend school and receive a quality education. In all circumstances child rights should be given primary consideration, as reflected in the guiding principles of the UN Convention of the Rights of the Child (UNCRC).
Year 0	**Core**	**3.3.8** Your members' children below 15 years of age are allowed to help your members on their farms under strict conditions: you **must make sure** that they only work after school or during holidays, the work they do is appropriate for their age and physical condition they do not work long hours and/or under dangerous or exploitative conditions and their parents or guardians supervise and guide them.
Year 0	**Core**	**3.3.9** You and the members of your organization **must not submit** workers of less than 18 years of age to any type of work which, by its nature or the circumstances under which it is carried out, is likely to jeopardize their health, safety, morals or their school attendance. ***Guidance:*** Examples of work that is potentially damaging includes work that takes place in an unhealthy environment, involves excessively long working hours, night hours, the handling or any exposure to toxic chemicals, work at dangerous heights, operation of dangerous equipment and work that involves abusive punishment or is exploitative.
Year 1	**Core**	**3.3.10**If in the past you or your members have employed children under 15 for any type of work, or children under 18 for dangerous and exploitative work, you **must ensure** that those children do not enter or are at risk of entering into even worse forms of labour including hazardous work, slave-like practices, recruitment into armed conflict, sex work, trafficking for labour purposes and/or illicit activities. Any action that you take to ensure this **must respect** the UN Convention on the Rights of the Child (CRC) protective framework, which means that the best interest of the child are always the top priority, that their right to survival and development is respected, that you apply them to all children without discrimination, that the views of the child are heard and respected, and at all moments they are protected from violence. ***Guidance:*** In order to ensure children do not enter worse forms you could develop a rights based remediation policy and program within a UN CRC protective framework that covers how to withdraw the children and how to prevent that they enter into worse forms of labour This policy and program should include a clear statement against child labour and remediation projects to ensure the immediate and continued protection of children. To be able to monitor the risk of child labour, you could consider including in your remediation project a youth inclusive, community led monitoring and remediation on child labour aimed at improving social protection at household levels where possible impacted and at risk children live. These projects can include support from expert partner organizations, preferably local. You can check your country's National Action Plan to Eliminate Child Labour, especially

		its Hazardous Child Labour Framework, if available. If you choose to partner with Fairtrade and/or its child rights partner in safe withdrawal of impacted children found in unconditional worst forms of child labour, you will need a signed Child Protection Policy and Procedure that demonstrates a commitment to adopting a child rights' approach to protecting impacted children. You and your relevant staff will need to be trained on child rights methodologies and a Fairtrade contact within your organization or another representative from senior management should be responsible for the development, ratification, implementation, and evaluation of this Child Protection Policy and Procedure.
Year 3	**Dev**	**3.3.11**If you have identified child labour as a risk in your organization (see requirement 3.1.2) you and the members of your organization **must implement** relevant procedures to prevent children below the age of 15 from being employed for any work and children below the age of 18 from being employed in dangerous and exploitative work. ***Guidance:*** Relevant procedures can be keeping records of all workers stating their age, gender, identification papers, migratory status and other relevant data. If you and your member chose to mitigate risk through your Fairtrade Development Plan you could build a youth inclusive community based monitoring and remediation on child labour on an on-going basis. This would include: • identifying children in or at risk of being employed in child labour, • reporting on the status of the identified children on a regular basis, • measuring the progress made in safely withdrawing and preventing children from being engaged in child labour; and • avoiding that children withdrawn from labour situations are substituted by other. For suggestions on how to establish a youth inclusive community based monitoring and remediation on child labour, please request Fairtrade's descriptive and training materials on this from producer support team.
	Freedom of association and collective bargaining	
		Intent and scope This section intends to protect workers against discrimination when defending their rights to organize and to negotiate collectively based on ILO Convention 87 on Freedom of Association and Protection of the Right to Organize, ILO Convention 98 on the Right to Organize and Collective Bargaining and ILO Recommendation 143 on Workers' Representatives. "Workers and employers, without distinction whatsoever, shall have the right to establish and, subject only to the rules of the organization concerned, to join organizations of their own choosing without previous authorisation. Workers' and employers' organizations shall have the right to draw up their constitutions and rules, to elect their representatives in full freedom, to organize their administration and activities and to formulate their programmes." **The core requirements in this section are applicable to all workers employed by you and by the members of your organization. The development requirements in this section are only applicable to you if you employ a significant number of workers, and to your members who employ a significant number of workers. Significant number is defined by the certification body and may vary according to region, requirement and identified risk.** **This section applies to workers employed directly or indirectly (subcontracted).**
Year 0	**Core**	**3.3.12**You and the members of your organization **must** ensure that all workers are free to join a workers' organization of their own choosing, and that workers are free to

		participate in group negotiations regarding their working conditions. You **must not deny** these rights in practice. You **must not have opposed** these rights in the last two years. ***Guidance:*** "Workers organization" is any organization of workers with the objective of "furthering and defending the interests of workers…" (ILO Convention 110, Article 69). If there has been opposition to these rights in the last two years you and the members of your organization can still fulfil this requirement if your circumstances have changed substantially, for example in case of a change of management.
Year 0	**Core**	**3.3.13**You and the members of your organization **must allow** trade unions that do not have a base in the organization to meet workers and to share information. You **must not interfere** in these meetings. ***Guidance:*** Workers are free to participate or not in these meetings. The meetings can be requested by the workers. External union officials can request the meetings if the union is involved in a in a Collective Bargaining Agreement (CBA) within the relevant industry or at national level. Time and place for these meetings have to be agreed in advance. You and the members of your organization are not required to allow these meetings if either you have not been informed first.
Year 0	**Core**	**3.3.14**You and the members of your organization **must ensure** that there is no discrimination against workers and their representatives for organizing, joining (or not) a workers' organization, or for participating in the legal activities of the workers' organization. If a workers' organization representative is dismissed you and the members of your organization **must report** it immediately to the certification body and explain the reason. You and the members of your organization **must keep a record** of all terminated contracts. These records must include the reason for termination and must indicate if workers are members of a workers' organization. ***Guidance:*** "Discrimination" means that workers are treated differently or suffer any negative repercussions. Some actions that could indicate discrimination against workers who form a workers' organization or who are trying to form one are closing production, denying access, longer working hours, making transport difficult or dismissals.
Year 3	**Dev**	**3.3.15**If there is no union that is recognized and active in your area, if unions are forbidden by law, or if unions are managed by government and not by members, then you and the members of your organization that employ a significant number of workers **must encourage** workers to democratically elect a workers' organization. The workers' organization will represent workers in their negotiations with you to defend their interests. ***Guidance:*** Fairtrade International defends the rights of freedom of association and collective bargaining and believes that independent trade unions are the best way for achieving this. Therefore, this requirement only applies to you if there are no recognized unions that are active in your area, if unions are forbidden by law or if unions are managed by government and not by members. "Recognized union" means that the union is affiliated with a national or international trade secretariat (for example the Global Union Federation). If you or the workers need help in contacting a trade union representative you can ask Fairtrade International for support.
Year 6	**Dev**	**3.3.16**You and the members of your organization **must provide training** to workers for improving their awareness about workers' rights and duties. Training **must take place** during paid working time.
	Conditions of employment	

		Intent and scope This section intends to provide for good practices regarding the payment of workers and their conditions of employment based on ILO Convention 100 on Equal Remuneration and on ILO Convention 110 on Conditions of Employment of Workers. **This section is only applicable to you if you employ a significant number of workers, and to your members that employ a significant number of workers. Significant number is defined by the certification body and may vary according to region, requirement and identified risk. This section applies to workers employed directly or indirectly (subcontracted).**
Year 0	**Core**	**3.3.17** You and the members of your organization **must set** salaries for workers according to CBA regulations where they exist or at regional average wages or at official minimum wages for similar occupations whichever is the highest. You **must specify** wages for all employee functions.
Year 0	**Core**	**3.3.18** For work based on production, quotas and piecework, during normal working hours, you and the members of your organization **must pay** the proportionate minimum wage or the relevant industry average, whichever is higher. Information about this pay rate **must be available** for all workers and worker organizations. For pay based on piecework, the worker **must agree** that the rate is fair, and you and the members of your organization **must make** the method of calculation transparent and accessible to the worker. You and the members of your organization **must not use** production, quotas and piecework employment as a means to avoid time-bound contracts.
Year 0	**Core**	**3.3.19** You and the members of your organization **must make payments** to workers at regularly scheduled intervals and **must document** the payments with a pay slip containing all necessary information. Payments **must be made** in legal tender. Only if the worker explicitly agrees may you make the payment in kind.
Year 6	**Dev**	**3.3.20** You and the members of your organization **must set** maternity leave, social security provisions and non-mandatory benefits according to national laws or according to CBA regulations where they exist, or according to the agreement signed between the workers' organization and the employer, whichever is the most favourable for the worker.
Year 3	**Dev**	**3.3.21** You and the members of your organization **must have** a legally binding written contract of employment for all permanent workers that includes at least the following: the job duties related to the position; protection of the worker from loss of pay in the case of illness, disability or accident; and a notice period for termination that is the same as to the notice period of the employer.
Year 3 **New 2011**	**Dev**	**3.3.22** You and the members of your organization **must provide** a copy of the signed contract to the worker.
Year 3	**Dev**	**3.3.23** You and the members of your organization **must** gradually **increase** salaries above the regional average and the official minimum wage.
Year 3	**Dev**	**3.3.24** Where possible you and the members of your organization **must assign** all regular work to permanent workers. ***Guidance:*** Regular work excludes all seasonal work, work that is added to usual work levels during peak periods, and special tasks. The intention of this requirement is that

		you do not avoid legal obligations by using continuous fixed-term employment contracts.
Year 6	**Dev**	**3.3.25**You and the members of your organization **must give** local, migrant, seasonal and permanent workers the same benefits and employment conditions for the same work performed. Where this is not possible, you and the members of your organization **must provide** an alternative and equivalent benefit.
Year 0 **New 2014**	**Core**	**3.3.26**If you or your members employ migrant or seasonal workers through a contracting agency or person, you **must put** effective measures in place to ensure that their hiring and working conditions also comply with this Standard. ***Guidance:*** The Standard cover all workers whether they are local, migrant, directly contracted or subcontracted. As subcontracted migrant or seasonal workers are in an especially vulnerable position, the organization needs to ensure that the requirements are equally applied to them. Effective measures may include referring to guidelines to select contracting agencies or persons, and procedures to monitor the working conditions of migrant or seasonal subcontracted workers.
	Occupational health and safety	
		Intent and scope This section intends to prevent work-related accidents by minimizing hazards in the work place. It is based on ILO Convention 155 on Occupational Safety and Health. **This section is only applicable to you if you employ a significant number of workers, and to your members that employ a significant number of workers. Significant number is defined by the certification body and may vary according to region, requirement and identified risk. This section applies to workers employed directly or indirectly (subcontracted).**
Year 0	**Core**	**3.3.27**You and the members of your organization **must make** work processes, workplaces, machinery and equipment on your production site safe.
Year 0	**Core**	**3.3.28**Children under the age of 18 years, pregnant or nursing women, mentally disabled people, people with chronic, hepatic or renal diseases and people with respiratory diseases **must not carry out** any potentially hazardous work.
Year 0	**Core**	**3.3.29**You and the members of your organization **must ensure** alternative work for your employees in the case that a change of work is necessary to comply with requirement 3.3.28.
Year 0	**Core**	**3.3.30**You and the members of your organization **must have** accessible first aid boxes and equipment and a sufficient number of people trained in first aid in the workplace at all times.
Year 0	**Core**	**3.3.31**You and the members of your organization **must provide** clean drinking water and clean toilets with hand washing facilities close by for workers, and clean showers for workers who handle pesticides. These facilities **must be separate** for women and men and the number of facilities **must be in proportion** to the number of workers.
Year 3	**Dev**	**3.3.32**You and the members of your organization **must ensure** that workers nominate a representative who knows about health and safety issues and who will raise workers' concerns on health and safety issues with the organization's management.
Year 3	**Core**	**3.3.33**You and the members of your organization **must provide training** to workers who carry out hazardous work on the risks from this work to their health, and to the

		environment, and on what to do in case of an accident.
Year 3	**Core**	**3.3.34**When you carry out hazardous work, you and the members of your organization **must display** all information, safety instructions, re-entry intervals and hygiene recommendations clearly and visibly in the workplace in the local language(s) and with pictograms.
Year 3	**Core**	**3.3.35**You and the members of your organization **must provide** and **pay for** personal protective equipment for all workers who perform hazardous work. You **must make sure** that the personal protective equipment is used and that replacement equipment is ordered and distributed when the existing equipment wears out.
Year 3	**Dev**	**3.3.36**You and the members of your organization **must improve** health and safety conditions by: • putting up warning signs that identify risk areas and potential hazards in local languages and including pictograms if possible • providing information to workers about safety instructions and procedures including accident prevention and response • putting safety devices on all hazardous machinery and equipment and protective guards over moving parts • providing safety equipment to all workers who perform hazardous tasks and instructing and monitoring workers on its proper use • storing equipment safely for chemical spraying.

4. Business and Development

	Intent and scope This chapter outlines the requirements that are unique to Fairtrade and intends to lay the foundations for empowerment and development to take place. **This chapter applies to you as the certificate holder.**

4.1 Development Potential

		Intent and scope Fairtrade should lead to the demonstrable empowerment and environmentally sustainable social and economic development of producer organizations and their members, and through them, of the workers employed by the organizations or by the members, and the surrounding community. The intent of this section is to ensure that the direct beneficiaries of Fairtrade are small producers, including their families who are organized into producer organizations.
Year 1	**Core**	**4.1.1** You **must plan** and document at least one activity with the intention to promote the progress of your business, organization, members, workers, community and/or environment. The plan is called the Fairtrade Development Plan. In the plan you **must include**: • the description of the activity (what you plan to do)

		• the objective of the activity (why you plan to do it) • the timeline of the activity (by when you plan to do it) • the responsibilities (who will be in charge of doing it) • and in case you need to spend funds (such as the Fairtrade Premium as described in requirement 4.1.2 or other sources of funds), the budget of the activity (how much you plan to spend) If you are a 2nd or 3rd grade organization, you **must have** a Fairtrade Development Plan, which benefits all Fairtrade member organizations, and includes the total Fairtrade Premium income, the allocation system to the member organizations (if applicable), and the Fairtrade Premium decisions taken. If Fairtrade Premium is channelled to the member organizations directly, the member organizations **must develop their** Fairtrade Development Plans and **provide** them to you. ***Guidance:*** Planning, implementing and evaluating the plan will stimulate and increase the participation of members in their own organization and community. It is a good practice to plan activities that respond to the needs of your organization, members, workers and communities. Your organization has the right to choose any activities that your members agree on and are important for your particular situation, aspirations and priorities. Upon your request, Fairtrade International or Producer Networks can provide the *List of Ideas for the Fairtrade Development Plan* that includes activities that have been useful in other organizations. The list is only for guidance. You are encouraged to think of your own activities.
Year 1	**Core**	**4.1.2** You **must include** all the activities that you plan to fund with the Fairtrade Premium in the Fairtrade Development Plan before you implement the activities. ***Guidance:*** The Fairtrade Premium is an amount paid to your organization, in addition to the payment for your products, for the realization of common goals. The Fairtrade Premium will help you implement the objectives in your Fairtrade Development Plan.
Year 1	**Core**	**4.1.3** Before you implement the Fairtrade Development Plan, you **must present** it to the General Assembly for approval. You **must document** the decisions. If you are a 2nd or 3rd grade organization, your General Assembly of members (or if delegate system, then of delegates) at the 2nd/3rd grade level **must decide** on the use of the Fairtrade Premium. Delegates **must consult** with the members from their respective organizations. If Fairtrade Premium is channelled to the member organizations directly, the General Assemblies of the member organizations **must decide** on the use of the distributed Fairtrade Premium share. You **must ensure** that the Fairtrade Premium received is channelled to the member organizations without delay according to the allocation system agreed. ***Guidance:*** The intention is to guarantee transparent and democratic decision making. Only the General Assembly is authorised to approve the content and form of the Fairtrade Development Plan. It is possible that the Fairtrade Development Plan may need to be changed in between General Assembly meetings. This might be necessary in situations where, for example, you receive more or less Fairtrade Premium money than planned, or where members or the community are affected by an unexpected event and you wish to respond. If this happens, you will need to document the decisions to make the changes, and explain the

		changes and get ratification from the General Assembly retrospectively.
Year 1	**Core**	**4.1.4** You **must have** an accounting system that accurately tracks the Fairtrade Development Plan expenses, and in particular identifies the Fairtrade Premium transparently. You **must be able to prove** that the Fairtrade Premium is used in line with applicable rules.
Year 1	**Core**	**4.1.5** When you complete your planned activities you **must update** the Fairtrade Development Plan by planning at least one additional activity to be approved by the General Assembly of members. ***Guidance:*** Longer term projects are encouraged. Any planned action may be extended over more than one year or may be repeated.
Year 3	**Core**	**4.1.6** You **must report** the results of the Fairtrade Development Plan to the General Assembly every year and document this presentation. In the report you **must answer** the following questions: • Were the actions carried out yes/no? If not, why? • When? • At what cost? • Was the objective achieved or are further actions needed? ***Guidance:*** The intention of this requirement is that you and your members self-monitor your own performance against the original plan and evaluate the success of the plan. There can be several reasons why a plan was not carried out as originally planned or why it was not successful in reaching the objectives. Your members need to be informed about this.
Year 3 **New 2011**	**Dev**	**4.1.7** Workers **must** also **benefit** from at least one activity in your Fairtrade Development Plan. ***Guidance:*** The intention is that all people involved in the production of Fairtrade products can benefit and demonstrate solidarity with their communities. Supporting workers is especially important in achieving this. Benefiting producers, workers and communities can mean any action that is directed at improving their living conditions, welfare or capacities. The actions do not need to be addressed to workers only, but can benefit workers and members alike, such as for example by addressing needs of the communities where members and workers live. Ideally, and if feasible, you would consult workers and communities annually to understand their needs and know their preferences.
Year 3	**Dev**	**4.1.8** If there are workers' representatives in your organization, you **must invite** them to the General Assembly to observe and participate in the discussion of the topics that relate to them.
Year 6 **New 2011**	**Dev**	**4.1.9** You **must have** an activity in your Fairtrade Development Plan to maintain or improve sustainable production practises within your eco-system. ***Guidance:*** The intention is that you are better able to decide on and plan your sustainability goals. You have the right to decide on the activities that are a priority for you. Activities do not necessarily need to be new but can focus on maintaining good practises you already carry out. This provides you with the opportunity to identify and maintain these practises and to increase overall awareness on sustainability. Maintaining or improving sustainable production practises can mean any activity that is

		good for both the farms and your environment. It could for example mean activities that increase soil fertility, promote the sustainable use of water, reduce the use of pesticides and other external inputs, enhance biodiversity, reduce carbon emissions or increase carbon sinks or promote measures to adapt to climate change.
Year 6 **New 2011**	**Dev**	**4.1.10** You **must design** and **start implementing** a process that collects and analyzes the development needs in your organization. ***Guidance:*** The intention is to ensure there is a process in place that informs your organization of the needs included in the Fairtrade Development Plan. In time you are encouraged to use this information to measure the success or shortcomings of your plan and to guide your organization's planning in the future.
Year 1	**Core**	**4.1.11** If you are a 2nd or 3rd grade organization, **you must have** one of the following systems in place to distribute Fairtrade income (Price and Premium) received to the different member organizations: • a quota system that specifies how much every member organization delivers under Fairtrade conditions and the distribution of income according to quota proportion or • an allocation system, defined by the organization, for distributing the Fairtrade income received by the 2nd or 3rd grade organization to the different member organizations. The system **must be part** of the agreed written internal regulations of your organization and **monitored** by a control committee.
4.2 Democracy, Participation and Transparency		
		Intent and scope This section intends to ensure that organizations facilitate the social and economic development of their members and guarantee that the benefits of Fairtrade reach these members. An organization should have democratic structures in place and a transparent administration that allows members and the board to have effective control over the management of the organization. Members should be able to hold the board accountable for its activities. An organization should strive to improve structures and practices continuously in order to maximize the member participation and their sense of ownership over the organization. Fairtrade International follows ILO Recommendation R193 "on the promotion of cooperatives" which is based on the cooperative principles of "voluntary and open membership, democratic member control, member economic participation, autonomy and independence, education, training and information, cooperation among cooperatives and concern for the community". Fairtrade International extends these principles to primary producer organizations (cooperatives, associations or other types of organizations) and to umbrella organizations where they exist.
Year 0	**Core**	**4.2.1** The structure of your organization **must have**: • a General Assembly as the highest decision making body where all major decisions are discussed and taken • equal voting rights for all members in the General Assembly • a Board chosen in free, fair and transparent elections ***Guidance:*** Staff hired by your organization will be controlled by the Board which is in

		turn controlled by the General Assembly. In the General Assembly members can either vote directly or through a system of elected delegates if you choose so. The system is based on the principle that each member or member organization has the equal or proportional number of delegates. 2nd or 3rd grade organizations are democratically controlled by their direct members, which are legally constituted and legally affiliated 1st grade/2nd grade organizations. There is a democratically elected board on the 2nd/3rd grade level.
Year 0	**Core**	**4.2.2** It needs to be clear who is a member of your organization. Therefore, you **must have** written rules to determine who can become a member and you **must keep** a record of your members.
Year 0	**Core**	**4.2.3** You **must follow** your own rules and regulations such as a constitution, by-laws and internal policies, including those for election, membership processes and a delegate system (if applicable).
Year 0	**Core**	**4.2.4** You **must hold** a General Assembly at least once a year. ***Guidance***: 2nd and 3rd grade organizations hold a General Assembly at least once a year. You can establish an assembly of delegates. Member organizations of 2nd/3rd grade organizations hold local General Assemblies at least once a year.
Year 0	**Core**	**4.2.5** You **must inform** your members in good time when the General Assembly will take place.
Year 0	**Core**	**4.2.6** Minutes of the General Assembly **must be taken** and **signed** by the president of the Board and at least one other member and **must contain** a list of participants of the General Assembly.
Year 0	**Core**	**4.2.7** You **must present** the annual report, budgets and accounts to the General Assembly for approval. ***Guidance:*** This requirement is common in most legal regulations for organizations of this kind.
Year 0	**Core**	**4.2.8** You **must have** administration in place with at least one person or committee who is responsible for managing the administration and book keeping.
Year 0	**Core**	**4.2.9** You **must keep** records and books that are accessible to all members.
Year 0	**Core**	**4.2.10** You **must have** a bank account with more than one signatory, unless it is not possible. If you are a 2nd or 3rd grade organization, you **must have** an active bank account registered in your name. If the Fairtrade Premium is channeled to the member organization level, the individual member organizations must have active bank accounts registered in their names.
Year 3	**Dev**	**4.2.11** You **must explain** to your members about the ways they can participate in the organization so that they can have more control over it. **Guidance:** Members should be aware of how to ask for information, present a request to the general assembly, make themselves heard within the organization, etc. This will increase members' understanding and awareness of the ways to participate enabling them to have more control.
Year 0	**Core**	**4.2.12** If there are non-members on your board, it **must be approved** by your General

New 2014		Assembly, in accordance with your constitution/statutes and national legislation, and it must be specified whether they have a voting or advisory role.
Year 3 **New 2014**	**Dev**	**4.2.13** You **must share** audit results with your members, in a format and language accessible to them. **Guidance**: The results of the audit mean an explanation or a summary of non-compliances and corrective measures. The results can be shared in the General Assembly, in other meetings or in other ways. This is an opportunity for members to have more awareness of and involvement in the process.
4.3 Non Discrimination		
		Intent and scope 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. This section intends that these principles are followed. This is a voluntary social standard aiming to support the development of its beneficiaries. The "positive discrimination" of small producer members is therefore intended (see small producer definition and requirements of Standard section 1.2.). The same applies also for members from disadvantaged or minority groups as specified in 4.3.3.
Year 0	**Core**	**4.3.1** You **must not discriminate** against members or restrict new membership on the basis of race, colour, gender, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, language, property, nationality, ethnicity or social origin. You **must not discriminate** regarding participation, voting rights, the right to be elected, access to markets, or access to training, technical support or any other benefit of membership. ***Guidance:*** Where particular forms of discrimination exist within an economic sector or geographical region, you are encouraged to show progress towards removing them, addressing them in your Fairtrade Development Plan.
Year 0	**Core**	**4.3.2** Your rules that determine who can become a member **must not be discriminatory**.
Year 3	**Dev**	**4.3.3** You **must identify** disadvantaged/minority groups within your organization according to, for example, gender, age, income or land area.
Year 6	**Dev**	**4.3.4** You **must have** programmes in place related to the disadvantaged/minority groups that you have identified, to improve their social and economic position in your organization. ***Guidance:*** You are expected to show how you directly support your members from disadvantaged or minority groups in participating actively in your organization, for example by delegating organizational responsibilities. You are encouraged to give special attention to the participation of female members. You are encouraged to include these programmes within the framework of your Fairtrade Development Plan.

Annex 1: Fairtrade Geographical Scope Policy of Producer Certification

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Purpose

The purpose of the Fairtrade International geographical scope is to determine in which countries producer organizations can be Fairtrade certified. The countries currently included in the scope are listed below.

Approach

Fairtrade International considers income per capita, wealth disparity and other economic and social indicators, as well as long-term impact for producers and Fairtrade International's ability to support producers, to determine which countries can be included in the geographical scope (see guidelines on page 4 for more details). Excluded from Fairtrade International's geographical scope are members of the European Union and G8-countries.

Fairtrade International reserves the right to make discretionary amendments to the geographical scope in line with specific product strategies.

Review

The review of the policy follows the Standard Operating Procedure for the development of Fairtrade Standards, which determines a 5 year routine review cycle and provides for more frequent reviews in case of need. The Fairtrade International Board makes final decisions regarding the geographical scope policy.

Fairtrade International units, member organizations, or other relevant stakeholders can submit requests to amend the geographical scope by writing to standards-pricing@fairtrade.net. Standards & Pricing evaluates the requests, does any relevant additional research and makes proposals regarding any scope amendments.

Fairtrade Pricing regions

The countries in the geographical scope are divided into the Fairtrade pricing regional divisions, as listed in the Fairtrade Minimum Price and Premium table.

Africa and the Middle East				
Northern Africa	**Middle East**	**Western Africa**	**Eastern Africa**	**Southern Africa**
Algeria Egypt Libya Morocco Sudan Tunisia	Iraq Jordan Lebanon Oman Palestine Syria Yemen	Benin Burkina Faso Cameroon Cape Verde Central African Republic Chad Congo Cote d'Ivoire Equatorial Guinea Gabon Gambia Ghana Guinea Guinea-Bissau Liberia Mali Mauritania Niger Nigeria Sao Tome and Principe Senegal Sierra Leone Togo	Burundi Congo (DRC) Djibouti Eritrea Ethiopia Kenya Rwanda Somalia South Sudan Uganda Tanzania	Angola Botswana Comoros Lesotho Madagascar Malawi Mauritius Mozambique Namibia Seychelles South Africa Swaziland Zambia Zimbabwe

Asia and Pacific					
Western Asia	**Central Asia**	**Eastern Asia**	**Southern Asia**	**South-Eastern Asia**	**Pacific**
Armenia Azerbaijan Georgia	Kazakhstan Kyrgyzstan Tajikistan Turkmenistan Uzbekistan	China* Korea (DPRK) Mongolia	Afghanistan Bangladesh Bhutan India Iran Maldives Nepal Pakistan Sri Lanka	Cambodia Indonesia Laos Malaysia Myanmar Philippines Thailand Timor-Leste Viet Nam	Cook Islands Fiji Kiribati Marshall Islands Micronesia Nauru Niue Palau Papua New Guinea Samoa Solomon Islands Tokelau Tonga Tuvalu Vanuatu Wallis and Futuna Islands

* In China, producers can only be certified against the Standard for Small Producer Organizations. Contract Production and Hired Labour set-ups cannot be certified as Fairtrade in China.

Companies in China can be certified as traders for all Fairtrade products except cotton. Only under the Fairtrade Cotton Sourcing Program can companies processing cotton in China be “Fairtrade verified” and the Price and Premium payer “Fairtrade certified” for cotton.

Latin America and the Caribbean		
Central America and Mexico	**Caribbean**	**South America**
Belize Costa Rica El Salvador Guatemala Honduras Mexico Nicaragua Panama	Antigua and Barbuda Cuba Dominica Dominican Republic Grenada Haiti Jamaica Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Trinidad and Tobago	Argentina Bolivia Brazil Chile Colombia Ecuador Guyana Paraguay Peru Suriname Uruguay Venezuela

Geographical Scope Review Guidelines

Fairtrade International considers a combination of three factors, as shown below, when reviewing if a country can be **added** to or **removed** from the Fairtrade geographical scope. Any requests submitted to amend the geographical scope should provide information on these factors.

Social and economic indicators

In order to assess the economic and social situation of a particular country the following indicators have been selected:

- The OECD-DAC (Development Assistance Committee) list of recipients of official development assistance (ODA) lists all countries and territories eligible to receive ODA. These consist of all low and middle income countries based on gross national income per capita, as published by the World Bank, with the exception of G8 members, European Union (EU) members and countries with a firm accession date for entry into the EU.
- The World Bank Gini index measures economic disparity within over 140 countries by considering the distribution of income or consumption expenditure. A Gini index of 0 represents perfect equality, while an index of 100 implies perfect inequality.
- The Human Development Index combines life expectancy, education and income indicators to group over 180 countries into four tiers of human development: very high human development, high human development, medium human development and low human development.

Please note: It is recognised that data is not always reliable or available for every country, and that other sources of information may provide more relevant data for specific topics. Therefore other indexes, data sources and relevant information can also be taken into account when assessing the social and economic aspects of countries for this purpose.

Long-term impact for producers

The long-term impact on the livelihoods and communities of Fairtrade producers is a strategic priority.

Before proposing to **remove** a country from the Fairtrade geographical scope, it is therefore necessary to find out if/how many Fairtrade producers are present, and the implications that such a change could have on existing producers in the Fairtrade system.

It is equally important to take the long-term aims of Fairtrade into account, before proposing to **add** a new country. It would be necessary to consider, for example, before proposing to include any European countries, whether they are likely to join the EU within the next 10 years or so (since EU member states are excluded from the geographical scope). Also, market access and supply chain sustainability of potential producer organizations must be considered.

Producer support

Fairtrade places high importance on producer support. Before proposing to **add** new countries, it is necessary to find out if producer support would be available. Equally, when proposing to **remove** a country, when relevant the availability of producer support needs to be considered, in order to best carry out any transitions.

Annex 2 Prohibited Materials List

The Prohibited Materials List (PML) is divided in two lists: the Red List and the Amber List.

Red List

The Red List includes materials that must not be used by producers while handling Fairtrade products. Handling means all activities that producers are involved in, such as production, post-harvest treatment, processing, storage and transportation.

Amber List

The Amber List includes materials which are being evaluated by Fairtrade International as candidates to be prohibited by inclusion into the Red List. Materials from the Amber List can still be used by producers for Fairtrade crops. Producers must report their use for monitoring purposes. Monitoring will last for 3 years until 2015, by which date a revision of the Red and Amber lists will be made. Producers should be aware that these materials may eventually be prohibited and are encouraged to abandon their use.

Structure of the Red and Amber List

The lists contain the following information:
Substance: specifies the name of the material
Reference list: shows in 7 columns the international list or regulation from where Fairtrade International has taken the material. The reference lists are:

- POP: The Stockholm Convention on Persistent Organic Pollutants
- PIC: The Rotterdam Convention on the Prior Information Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade
- PAN 12: Pesticide Action Network's "dirty dozen" list (currently 18 pesticides)
- WHO 1a and 1b: World Health Organization Acute toxicity classification Ia and Ib
- EU: Banned or severely restricted in the European Union according to PAN List of Lists
- US: Banned or severely restricted pesticide EPA according to PAN List of Lists

Specific regulations in the Red List

These provide information for specific use of materials and include:

Derogation possible and required prior to use: The material must not be used unless a derogation is granted by the certification body. The possible product scope and timeline for derogations is indicated.

Prohibition only for specified crops and use: The material must not be used on specific crops and for specific purposes.

Prohibition introduced with current revision: The material was previously allowed and is not anymore with publication of this list. A derogation may or may not be possible. The certification body will define a transition period for certified producers to eliminate this material or may grant a derogation upon request, as applicable.

Part 1: Fairtrade International Red List of prohibited materials

Substance	Reference list							Specific regulations
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US	
1,2 dibromethane (ethylene dibromide) (EDB)		X	X			X	X	
1,2-dichloroethane (ethylene dichloride)		X				X	X	
2,4,5-T (2,4,5-trichlorophenoxyacetic acid) and its salts and esters (dioxin contamination)		X	X			X	X	
3-Chloro-1,2-propanediol (Alpha-chlorohydrin)					X			
acrolein					X			
aldicarb			X	X		X		
aldrin	X	X	X			X	X	
allyl alcohol					X			
alpha HCH (alpha-hexachlorocyclohexane)	X							
amoxicillin								Prohibited in bananas post harvest
asbestos (such as crocidolite, actinolite, anthophyllite, amosite and tremolite)		X						
azinphos-ethyl					X	X		
azinphos-methyl	X				X	X		Derogations upon request possible only for citrus and deciduous crops until 2015
beta – cyfluthrin					X			*Prohibited since 2011* Derogations upon request possible until 2015
beta HCH (beta-hexachlorocyclohexane)	X							
binapacryl		X				X	X	
blasticidin (blasticidin-S)					X			
brodifacoum				X				
bromadiolone				X				
bromethalin				X				

Substance	Reference list							Specific regulations
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US	
butocarboxim					X			
butoxycarboxim					X			
cadusafos (ebufos)					X	X		Derogations upon request possible only for citrus and deciduous crops and for flowers and plants until 2015
calcium arsenate					X		X	
calcium cyanide				X				
captafol		X		X		X	X	
carbofuran					X	X	X	Derogations upon request possible only for flowers and plants until 2015
chlordane	X	X	X			X	X	
chlordecone (kepone)	X					X	X	
chlordimeform		X	X			X	X	
chlorethoxyfos				X				
chlorfenvinphos					X	X		
chlormephos				X		X		
chlorobenzilate		X				X	X	
chlorophacinone				X				
copper acetoarsenite (Paris Green)					X			
coumaphos					X			
coumatetralyl					X			Derogations upon request possible until 2015
DBCP (dibromocloropropane)			X					
cyfluthrin					X			*Prohibited since 2011* Derogations upon request possible until 2015
DDT (Dichlorodiphenyl-dichloroethylene)	X	X	X			X	X	
demeton-S-methyl					X			
dichlorvos					X	X		Derogations upon request possible only for citrus and deciduous crops until 2015

Substance	Reference list							Specific regulations
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US	
dicrotophos					X			
dieldrin	X	X	X			X	X	
difenacoum				X				
difethialone				X				
dinoseb, its acetate and dinoseb salts		X				X		
dinoterb					X	X		
diphacinone				X				
disulfoton				X				
DNOC (dinitro-ortho-cresol) and its salts (ammonium, potassium, sodium)		X			X	X		
Dustable powder formulations containing a combination of: - benomyl at or above 7%, - carbofuran at or above 10%, - thiram at or above 5% (PIC: 15%)		X				X		
edifenphos (EDDP)					X			
endosulfan	X					X		
endrin	X		X			X	X	Prohibited since 2011
EPN				X			X	
ethiofencarb					X			
ethoprophos (ethoprop)				X				
ethylene oxide (oxirane)		X				X	X	
famphur					X			
fenamiphos					X			Derogations upon request possible until 2015
flocoumafen				X				
flucythrinate					X			
fluoroacetamide		X			X	X	X	
formaldehyde								Prohibited in flowers and plants
formetanate					X			
furathiocarb					X	X		
HCH mixed isomers (containing less than 99.0% of the gamma isomer)		X				X		
heptachlor	X	X	X			X	X	

Substance	Reference list							Specific regulations
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US	
heptenophos					X			
hexachlorobenzene (HCB) (benzene hexachloride)	X	X		X		X	X	
hexachlorocyclohexane HCH/BCH - (mixed isomers)	X		X					
isoxathion					X	X		
lead arsenate					X		X	
lindane (gamma-HCH)	X	X	X					
mecarbam					X			
mercury chloride		X		X		X		
Mercury compounds (including mercuric oxide, mercurous chloride (calomel), phenylmercury acetate (PMA), phenylmercuric oleate (PMO) other inorganic mercury compounds: alkyl mercury, alkyloxyalkyl and aryl mercury compounds)		X				X		
mercury oxide		X			X	X		
methamidophos		X			X	X	X	
methidathion					X	X		Derogations upon request possible only for citrus and deciduous crops until 2015
methiocarb (mercaptodimethur)					X			Derogations upon request possible until 2015
methomyl					X			Derogations upon request possible until 2015
methyl parathion (parathion methyl)		X	X	X		X	X	
mevinphos				X			X	
mirex	X					X	X	Prohibited since 2011
monocrotophos		X			X	X		
nicotine					X			
omethoate					X	X		

Substance	Reference list							Specific regulations
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US	
oxamyl					X			Derogations upon request possible until 2015
oxydemeton-methyl					X	X		
paraquat (all forms)			X					
parathion		X	X	X		X	X	
pentachlorobenzene	X							Prohibited since 2011
pentachlorophenol (PCP), its salts and esters		X	X		X	X	X	
phenylmercury acetate (PMA)				X				
phorate				X				
phosphamidon (fosfamidon)		X		X		X	X	
phostebupirim (tebupirimfos)				X				
polybrominated biphenyl mixture (PBB)		X						
polychlorinated biphenyls PCB (except mono-and dichlorinated) (Aroclor)	X	X						
polychlorinated terphenyls (PCT)		X						
propetamphos					X			
sodium arsenite					X		X	
sodium cyanide					X			
sodium fluoroacetate (1080)				X				
strychnine					X	X		
sulfotep				X				
tebupirimifos (phostebupirim)				X				
tefluthrin					X			
terbufos				X		X		
tetraethyl lead		X						
tetramethyl lead		X						
thallium sulphate					X	X	X	
thiofanox					X			
thiometon					X			
toxaphene (camphechlor)	X	X	X			X	X	
triazophos					X	X		
tris (2,3-dibromopropyl) phosphate		X						
vamidothion					X	X		

Substance	Reference list							Specific regulations
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US	
warfarin (coumaphene)					X			
zeta-cypermethrin					X			
zinc phosphide					X			

Part 2: Fairtrade International Amber List or monitored materials

Substance	Reference list						
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US
2,3,4,5-bis(2-butylene) tetrahydro-2-furaldehyde [repellent-11]							X
2,4,5-TCP (potassium 2,4,5-trichlorophenate)							X
acephate						X	
alachlor						X	
amitraz						X	
arsenic compounds (EPA: arsenic trioxide: calcium, copper, lead and sodium arsenate sodium arsenite)						X	
atrazine						X	
bromoxynil							X
bromoxynil butyrate							X
butylate							X
cadmium and its compounds							X
carbaryl						X	
carbon tetrachloride							X
carbosulfan						X	
chloranil							X
chlorfenapyr						X	
chloromethoxypropyl-mercuric-acetate (CPMA)							X

Substance	Reference list						
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US
chlozolinate						X	
copper arsenate							X
cyhalothrine (but not lambda isomers of cyhalothrin)						X	
daminozide (alar)							X
DDD (dichlororodiphenyl-dichloroethan) [TDE]							X
di (phenylmercury) dodecenylsuccinate (PMDS)							X
dicofol						X	
dicofol containing less than 78% p,p -Dicofol or >1 g/kg of DDT and DDT related compounds						X	
dimethenamid						X	
ethyl hexylene glycol							X
fenthion						X	
fentin acetate						X	
fentin hydroxide						X	
fenvalerate						X	
ferbam						X	
haloxyfop-R (haloxyfop-P-methyl-ester)						X	
leptophos							X
malathion						X	

Substance	Reference list						
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US
maleic hydrazide and its salts, other than choline, potassium and sodium salts ; choline, potassium and sodium salts; maleic hydrazide containing more than 1 mg/kg of free hydrazine expressed on the basis of the acid equivalent						X	
monolinuron						X	
monuron						X	
nitrofen (TOK)						X	X
nonylphenol ethoxylates						X	
OMPA (octamethylpyrophosphoramide)							X
permethrin						X	
phosalone						X	
propham						X	
pyrazophos						X	
pyriminil (vacor)							X
quintozene						X	
safrole							X
silvex							X
simazine						X	

Substance	Reference list						
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US
technazene						X	
terpene polychlorinates (strobane)							X
thiodicarb						X	
triazamate							
trichlorfon						X	
triorganostannic compounds (tributyltin compounds)						X	
vinyl chloride							X
zineb						X	