



FAIRTRADE LABELLING ORGANIZATIONS INTERNATIONAL

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# GENERIC FAIRTRADE STANDARDS

FOR

**Hired Labour**

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## Fairtrade: an Alternative for Small Farmers and Workers

Fairtrade (FT) is a strategy for poverty alleviation and sustainable development. Its purpose is to create opportunities for producers and workers who have been economically disadvantaged or marginalized by the conventional trading system. If fair access to markets under better trade conditions would help them to overcome barriers to development, they can join Fairtrade.

### Beneficiaries

**Small farmers** can participate in Fairtrade if they have formed organizations (co-operatives, associations or other types of organization) that are able to contribute to the social and economic development of their members and of their communities and which are democratically controlled by their members. Producer organizations can be certified if they comply with the requirements of the Generic Fairtrade Standards for Small Farmers' Organizations. These Generic Fairtrade Standards for Hired Labour therefore do not apply to such producer organizations.

**Workers** can participate in Fairtrade if they are organized (normally into unions) and if the company that they work for is prepared to promote its workers' development and to share with them the additional revenues generated by Fairtrade. Companies of this sort working with hired labour (farms and plantations, factories, manufacturing industries, etc.) can gain certification if they comply with the requirements of the Generic Fairtrade Standards for Hired Labour.

### References

When setting its standards FLO follows certain **internationally recognised standards and conventions**, particularly those of the International Labour Organization (ILO) as they form the most internationally accepted basic labour rights. In this document the Generic Fairtrade Standards are worded in their own terms but, where applicable, references are also given to any other external standards that FLO follows.

FLO also requires that producer organizations and companies always abide by **national legislation** unless that legislation conflicts with internationally recognized standards and conventions, in which case the higher standards prevail. However, if national legislation sets higher standards on an issue than FLO, it supersedes Fairtrade Standards. The same applies to regional and sector-specific practices.

**Generic Fairtrade Standards** apply to all situations within the FLO geographical scope regardless of the product to be certified, unless stated differently in the standards specific to a particular Fairtrade product. **Product-specific Fairtrade Standards** also apply. However, if Generic Fairtrade Standards set higher requirements than Product-specific Fairtrade Standards, they supersede in all cases unless stated differently.

As laid out in ILO Convention 110, all workers and their representatives shall be afforded every facility for communicating freely with any auditing party. The certification body should determine the details assuring access to all relevant information and all workers and their representatives in its **certification contract** with applicants.

## Structure

The standard is composed of **requirements** against which companies will be inspected. These requirements are divided into:

- **minimum requirements**, which all companies must meet from the moment they join Fairtrade.
- **progress requirements**, against which companies must demonstrate efforts towards long-term improvement and which should be developed according to a plan agreed by the company's management, some within a specified period of time. A report on the achievement of progress requirements should be made available to the certification body each year.

Minimum requirements are defined as those which ensure that:

The benefits of Fairtrade reach the workers.

The company and its workers have the potential for development.

Fairtrade instruments can take effect and lead to developments that cannot otherwise be achieved.

The degree of progress against the progress requirements required from a company depends on the level of economic benefits that it receives from Fairtrade and on its specific context.

The standard is presented in table format. Each section begins with an introductory statement that describes the objective of that section and provides references to the relevant ILO conventions. Underneath are two columns. The **left-hand column sets out the standard itself in its exact terms and the right-hand column explains the objectives of each clause within it and provides guidance for correct interpretation** where necessary. When undertaking inspections and certification decisions the certification body will closely follow the exact wording of the standard and the objectives given. In cases where there is doubt over whether a company has correctly applied a standard, the certification body shall make its assessment according to the objectives. FLO issues guidance papers on specific items. These guidance papers are part of the standards to which they refer.

## Scope

The standards laid out in this document **apply to hired labour situations ONLY**. For standards related to small farmers' organizations, even if partially using hired labour, please see the Generic Fairtrade Standards for Small Farmers' Organizations.

The standards laid out in this document apply to **all companies** working with hired labour (farms, plantations, factories, manufacturing industries, etc.) provided that a product-specific Fairtrade standard exists for the goods that they produce. However, the degree of organization, management and documentation required by these standards depends on the size (i.e. number of hired labourers) of the company. Some of the critical standard clauses are accompanied by guidance notes in this respect.

The certification body may introduce further guidance and compliance criteria for other clauses if required, particularly for smaller farms. As FLO's main aim is to enable disadvantaged producers to access the benefits of the Fairtrade market, it is not the intention of these standards to prevent the certification of producers because of their lack of capacity at the start of their relationship with FLO and some flexibility of interpretation is required. However, some aspects of the standards must be regarded as fundamental in the sense that they are necessary to ensure transparency, progress towards wider performance improvement and the protection of human rights and consumers. Subsequent revisions of these standards will clarify more specifically a minimum set of standards to be met at initial certification by all producers, irrespective of their capacity.

At this stage, scope is left for the certification body to allow smaller employers or those who, for other

demonstrable reasons, lack the capacity to meet the minimum standards at the first inspection to be certified on the basis of a clear, programmed and monitored commitment to do so within a reasonable period of time. It is also left to the judgement of the certification body to determine the areas in which such flexibility cannot be sustained without undermining the fundamental principles described in the previous paragraph.

### **Application**

This version of the Generic Fairtrade Standards for Hired Labour supersedes all previous versions. It becomes **applicable from April 1<sup>st</sup>, 2007** following its approval by FLO's respective standard-setting bodies. Applicants, as well as companies that are certified against the previous version, must be able to demonstrate compliance with the minimum requirements from April 1<sup>st</sup> 2007. Indicated deadlines in progress requirements refer to timelines after first certification against this new version.

For the **environmental part** of this standard applicants, as well as companies that are certified against the previous version, must demonstrate improvements towards compliance with the **progress requirements** from April 1<sup>st</sup> 2007. However, non-compliances with progress requirements of the environmental part of this standard shall not lead to corrective actions nor suspension or withdrawal of a certificate until April 1<sup>st</sup>, 2008.

### **Definitions**

Definitions for all terms used in these standards will be introduced at a later stage. In the meantime, the explanations given below apply in addition to other official FLO documents or documents released by the certification body. The certification body may also provide additional explanation in the case of doubt.

### **Explanation of terms:**

**Workers:** The term 'workers' **refers to all workers** including migrant, temporary, seasonal, sub-contracted and permanent workers. 'Workers' is not limited to field workers but includes all other hired labour personnel, e.g. employees working in the company's administration. However, the term is limited to personnel that can be unionized and therefore normally excludes middle and senior management.

Requirements	Objectives and Guidance
<b>1 Social Development</b>	
<b>1.1 Development Potential and Capacity Building</b> <i>Fairtrade should contribute to the social welfare and empowerment of workers. The company must have the logistical, administrative and technical means to bring a quality product to the market.</i>	
<b>1.1.1 Minimum Requirements</b>	
<p>1.1.1.1 Corporate social responsibility is an integral part of the company's mission or policy statement(s). The company can demonstrate its implementation with concrete evidence.</p>	<p>In addition to its economic and financial goals, the company acknowledges and abides by its social responsibilities and specifically aims to enhance the empowerment and well-being of its workers as well as to protect the environment, thus adding a new quality dimension to the product, by the following means:</p> <ul style="list-style-type: none"> <li>• owners share the aims and values of Fairtrade and its underlying philosophy and make it part of their corporate mission</li> <li>• senior management incorporates the Fairtrade concept into its strategic business plan</li> <li>• management applies Fairtrade to its daily activities in a suitable manner</li> </ul> <p>Fairtrade certification can enhance and further enable this mission. Applicants shall be asked to demonstrate the way in which they are currently disadvantaged by market and trading conditions. Certification may only be granted to companies whose workers have been economically disadvantaged or marginalized by the conventional trading system.</p>
<p>1.1.1.2 Senior management holds overall accountability for the implementation of these standards. Management appoints a person responsible for Fairtrade matters (FT Officer) who reports to the Executive Manager. He/she is responsible for the overall co-ordination of the Fairtrade programme in the company and for ensuring all necessary communications.</p>	<p>Actions such as these lead to greater 'internal control' and self-monitoring, which is more sustainable in the long-term.</p> <p>The FT Officer is of sufficiently senior status in the company to ensure that Fairtrade has an adequate profile within it. The person is not necessarily hired exclusively to carry out this task but may have other duties and responsibilities within the company. The tasks of the appointed person are to:</p> <ul style="list-style-type: none"> <li>• act as a liaison between FLO (both head office and liaison staff), the certification body, workers and managers regarding Fairtrade matters</li> <li>• ensure the development, implementation and monitoring of the company workplan and the progress requirements</li> <li>• co-ordinate effective complaint mechanisms for</li> </ul>

	<p>workers, workers' representatives, management and the certification body</p> <p>His/her hours are paid for by the company and not through the Fairtrade premium. He/she should be a management representative on the Joint Body (JB) and hold a voting right (see 2.1.1).</p>
<p>1.1.1.3 The employer must demonstrate that any Fairtrade revenues will promote the social and economic development of the workers.</p>	<p>This clause refers to the additional revenue that the company will earn through the Fairtrade minimum price system but not to the Fairtrade Premium (see 2.1.7). Companies are expected to steadily improve their social performance, using the progress requirements as guidance. Enhanced performance is expected from companies that earn considerable additional revenue through high Fairtrade sales volumes and/or an established minimum price.</p> <p>The company's annual reports and workplans are management tools for ensuring steady progress in this respect. These reports must be made available to the certification body annually.</p>
<p>1.1.1.4 The employer has taken all possible measures to inform all levels of the company about the Fairtrade concept.</p>	<p>'All levels' should include senior and middle management, supervisors, workers and their representatives (e.g. unions, committees). This is to ensure that workers understand the benefits of Fairtrade, in particular:</p> <ul style="list-style-type: none"> <li>• their 'rights and duties,' derived from the social standards</li> <li>• the benefits of the Fairtrade Premium and its administration (the Joint Body concept; the composition, role and functions of the JB)</li> </ul> <p>It is also to ensure that the management at all levels, including supervisors, understands the implications of Fairtrade for the company's operations (e.g. time needed for meetings during working hours).</p> <p>Depending on the size of the company, the certification body may establish indicators for relevant training.</p> <p>The difference between this criteria and 1.1.2.3 is that efforts must have been made at the beginning to inform the workforce about Fairtrade. However, realistically, workers' awareness of Fairtrade issues may not be fully developed until some time after certification and not before they have seen some of the concrete benefits of Fairtrade.</p>
<p>1.1.1.5 The employer has taken all reasonable measures to inform all levels of the company on the different functions, duties and positions of the 'Joint Body' (JB) and workers' organizations.</p>	<p>'All levels' should include senior and middle management, supervisors, workers and their representatives (e.g. unions, committees). The objective is to reduce potential conflict between trade unions/workers' committees and the Joint Body and to</p>

	<p>ensure that responsibilities do not get confused.</p> <p>‘Workers’ organizations’ refers to the organizations of workers that defend their rights and interests (see relevant ILO conventions indicated below).</p> <p>Depending on the size of the company, the certification body may establish indicators for relevant training.</p>
<p>1.1.1.6 Management allocates time during regular working hours and provides other resources that are necessary for or conducive to the successful implementation of the Fairtrade programme.</p>	<p>These resources should include:</p> <ul style="list-style-type: none"> <li>• time for regular meetings of the JB, the union or workers’ committee (WC) and other committees involved in the implementation of the FT programme</li> <li>• time for regular meetings of the JB and the union/WC with the workers</li> <li>• time for officers and workers (especially members of the JB and union/WC) to perform their duties related to the FT programme.</li> <li>• office space for meetings and space for the JB and the union/WC to keep equipment and files</li> <li>• other resources such as facilities, equipment, know-how, etc.</li> <li>• compensation for pieceworkers for time spent on the Fairtrade programme (see also 2.1. 11)</li> </ul> <p>Depending on the size of the company, the certification body may establish indicators for the frequency of relevant training and resources dedicated to it.</p>
<p>1.1.1.7. The company has access to adequate administration and communication equipment and to all necessary logistical systems.</p>	<p>Such logistics and equipment should be appropriate to whatever the chosen targeted market is and the requirements and demands that this brings. Examples would include internet and telephone facilities, an export licence, processing facilities, storage, and transportation. The producer is allowed to lease some of these services from third parties as long as traceability can be guaranteed.</p>
<p><b>1.1.2. Progress Requirements</b></p>	
<p>1.1.2.1 Within one year of certification the company has adopted an annual workplan for social improvement, taking the progress requirements as reference.</p>	<p>The company’s annual workplan is different from the premium workplan adopted by the JB (see 2.1.1.8). The elaboration of the company workplan is a duty of the management and can be coordinated by the FT Officer (see 1.1.1.2) in consultation with the elected workers’ representatives (union or workers’ committee). It is expected that over time the workers’ representatives will be increasingly able to provide input to the content of the workplan. The workplan must be approved by senior management and is expected to include verifiable objectives on issues such as:</p> <ul style="list-style-type: none"> <li>• management goals</li> </ul>

	<ul style="list-style-type: none"> <li>• how to achieve the goals</li> <li>• how to measure achievement</li> <li>• timeframes</li> <li>• budgets</li> <li>• other necessary resources (people, training, investment, infrastructure, etc.)</li> <li>• coherence with the premium workplan if applicable (e.g. in case of joint projects between company and premium funds)</li> </ul>
<p>1.1.2.2 Within one year of certification management ensures access to primary education for the children of all permanent resident workers. Management should also pay special attention to the education of workers' children in general.</p>	<p>'Access' means either suitable facilities and qualified teachers on-site or transportation that enables children to reach schools provided by the government.</p> <p>The company workplan explores and implements steps towards ensuring access to primary education for the children of its seasonal workers, and towards securing secondary education for all of its workers and their children.</p> <p>Support from the company for crèche facilities either inside or outside its premises is highly recommended.</p> <p>A different level of attention to this requirement is required from small companies.</p>
<p>1.1.2.3 Within one year of certification all levels of the company are aware of Fairtrade matters. To this purpose, the management ensures that adequate independent training has been provided to all levels. The management also encourages and supports training for all workers and their representatives in order to increase their capacity to participate in and take responsibility for the implementation of Fairtrade.</p>	<p>'All levels' should include senior and middle management, supervisors, workers and their representatives. They should be aware of the implications of Fairtrade for the company's operations, the benefit of Fairtrade for the workers, the Fairtrade Premium, the Joint Body concept and the composition, role and functions of the JB and of Fairtrade in general.</p> <p>Training for workers is essential in order to achieve empowerment. The management undertakes all efforts necessary to provide independent training for:</p> <ul style="list-style-type: none"> <li>• the JB in participatory project planning and financial management</li> <li>• the union or workers' committee in labour legislation and negotiation skills</li> <li>• all workers in Fairtrade and workers' rights and duties, through awareness programmes</li> </ul> <p>All training activities must be recorded. Records should include information on topics, time, duration, names of attendees and trainers.</p> <p>Depending on the size of the company, the certification body may establish indicators for relevant training.</p>
<p>1.1.2.4. An effective and appropriate quality management system is in place within a year of certification.</p>	<p>In order to try and ensure success of FT sales a quality management system is a useful tool.</p> <p>Small companies may not be required to put a formal</p>

	quality management system in place.
1.1.2.5. The company has an appropriate human resources management system that is charged with implementing good industrial relations, training programmes and the development of its employees.	<p>Depending on the size of the company, this may be a Personnel Manager or a Human Resources Department staffed with trained/experienced professionals. In small companies the Chief Executive may perform the tasks of a personnel manager. In this case it is highly recommended that the person is trained in human resources management.</p> <p>The mission of the human resources management shall include:</p> <ul style="list-style-type: none"> <li>• creating a friendly and enabling working environment</li> <li>• encouraging and promoting the employees' participation and responsibility, increasing their skills and capabilities through training</li> <li>• practicing and encouraging open communication throughout the company</li> <li>• ensuring that a transparent and effective grievance procedure is in place</li> <li>• ensuring compliance with labour laws and standards</li> <li>• establishing and continuously updating individual personnel files</li> </ul>
<p><b>1.2 Freedom from Discrimination</b>  <i>FLO follows ILO Convention 111 on ending discrimination of workers. The Convention rejects "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" (Art. 1).</i></p>	
<p><b>1.2.1 Minimum requirements</b></p>	
1.2.1.1 There is no discrimination, particularly on the basis of race, colour, sex, sexual orientation, disability, marital status, age, religion, political opinion, union or workers' representative bodies or Joint Body membership, national extraction or social origin in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement or other activities.	<p>Discrimination is making an unfair distinction in the treatment of one person over another on grounds that are not related to ability or merit.</p> <p>Where discrimination is endemic within a sector or region, the company is expected to show progress towards removing it.</p> <p>During recruitment, pregnancy, HIV and genetic tests are prohibited.</p>
1.2.1.2 Management does not engage in, support or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse.	Management is expected to establish and implement a clear policy and system to prevent improper disciplinary practice. The policy shall be in line with the principle of non-discrimination. Workers should be aware of this policy. The management should have in place an adequate system of records.
1.2.1.3 Management does not engage in, support or tolerate behaviour, including gestures, language, and physical contact, that is sexually intimidating, abusive	An appropriate policy and system should be put in place to prevent any behaviour that is not in line with this requirement.

or exploitative.	The management should have in place an adequate system of records.
1.2.1.4 Management does not discipline, dismiss or discriminate against workers for using any grievance procedure.	An appropriate policy and system should be put in place to prevent any behaviour that is not in line with this requirement.  The management should have in place an adequate system of records.
<b>1.2.2 Progress requirements</b>	
1.2.2.1 Within one year of certification, the management puts in place a policy regarding staff/worker qualifications. In particular, the needs of disadvantaged and minority groups in the workforce should be targeted with training and other programmes.	The programmes should aim to upgrade the qualifications of current workers and ensure that newly employed workers receive adequate training in a timely manner. They should be based on the results of a survey of training needs.  Programmes should also focus on improving the position of disadvantaged and minority groups within the workforce, particularly with regard to further internal recruitment and to committee membership.
1.2.2.2 Management ensures that women have equal opportunities in the company and equal access to the benefits of Fairtrade.	Special attention is given to the empowerment of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.
1.2.2.3 A special grievance procedure is in place for cases of sexual harassment. Cases of grievance should be designated to specially appointed women or women's committees (linked to a high-ranking woman in management) with direct access to the Chief Executive.	One way of preventing sexual harassment is to have female supervisors. The proportion of female supervisors should be gradually increased to at least match the proportion of female workers in their respective departments.  The grievance procedure in case of sexual harassment should allow the worker to complain directly to a senior manager directly responsible for the policy.  Special awareness training on what constitutes sexual harassment and on the right to oppose sexual harassment should take place.  The same principles apply in case of sexual harassment of groups other than women.
<b>1.3 Freedom of Labour</b> <i>FLO follows ILO Conventions 29, 105, 138 and 182 on child labour and forced labour. Forced or bonded labour must not occur. Bonded labour can be the result of different forms of debt owed by the workers to the company or to middlemen. Children may only work if their education is not jeopardised by them doing so. If children work, they shall not execute tasks that are particularly hazardous for them because of their age.</i>	
<b>1.3.1 Minimum requirements</b>	
1.3.1.1 Forced labour, including bonded or involuntary prison labour does not occur.	As defined by ILO conventions 29 and 105, forced labour includes work that is exacted from any person under the menace of any penalty and for which the said person has not offered him or herself voluntarily.

	<p>The company must not retain any part of the workers' salary, benefits, property or documents in order to force them to remain. The company must also refrain from any form of physical or psychological measures requiring workers to remain employed by the company.</p> <p>The company must explain to all workers that each worker is free to leave at any time, with a due notice period as per his or her contract.</p> <p>The term 'bonded labour' includes all loans from a company to a worker with unreasonably high interest rates.</p>
1.3.1.2 Child labour does not occur.	<p>Children below the age of 15 are not employed. No further recruitment of children is allowed.</p> <p>Where children have worked or been employed in the past it is expected that the company has put in place a remediation policy to fully comply with the standard requirement within one year of certification. The objectives of the remediation policy are to ensure that any children who once worked for the employer and who no longer do so not enter into worse forms of work. It is expected that there is a register of all workers under the age of 15 indicating their age and their work. Their conditions of work should be compliant with ILO conventions for work given to children below the age of 15. 'Work' also relates to adults bringing children to the workplace, either in order to assist them or to do other work.</p> <p>It is also expected that such a policy would include how to ensure and enable access to education for the said child until he/she is no longer a child. This means that the company ensures that the child can afford to go to school. The company covers the costs of education, and/or hires members of the family so that the family can cover the cost of education, and/or pays to the family the equivalent in lost income (See also 1.1.2.2).</p>
1.3.1.3 Working does not jeopardise the schooling or the social, moral or physical development of the young person.	See also 1.1.2.2 and 1.3.1.4.
1.3.1.4 The minimum age of admission to any type of work which, by its nature or the circumstances under which it is carried out is likely to jeopardise the health, safety or morals of young people, shall not be less than 18 years.	Young persons under 18 shall not handle chemicals or perform other duties that imply a health hazard. Young persons under 18 shall not be allowed to do night work.
1.3.1.5 Employment is not conditional on the employment of the spouse. Spouses have the right to work elsewhere.	This also applies if housing is provided to the worker and his/her family.

**1.4 Freedom of Association and Collective Bargaining**

*FLO follows ILO Conventions 87 and 98, and Recommendation 143 (protecting the rights of workers' representatives) on freedom of association and collective bargaining. Workers and employers shall have the right to establish and legalise and/or to join organizations of their own choosing and to draw up their constitutions and rules, to elect their representatives and to formulate their programmes. Workers shall enjoy adequate protection against acts of anti-union discrimination in respect of their employment. The term 'workers' organization' as used below refers to any organization of workers for furthering and defending the rights and interests of workers. FLO enshrines the rights of freedom of association and collective bargaining and considers independent trade unions the best means for achieving this. Workers shall be trained to understand their legal rights and duties.*

**1.4.1 Minimum requirements**

1.4.1.1 Management recognises in writing and in practice the right of all workers to establish and to join workers' organizations of their own choosing and to collectively negotiate their working conditions.

The term 'workers' organizations' is used in reference to ILO Convention 110. The ILO defines the term as any organization of workers for furthering and defending the rights and interests of workers.

Workers are free to legally incorporate their organization.

It is expected that there has not been any opposition from the company to workers organizing themselves within two years prior to application for certification, or, if this has been the case, circumstances have changed substantially (e.g. change of ownership or top management).

It is expected that there is some form of workers' representation at the time of certification, even if this is at a very basic level.

1.4.1.2 Management allows trade unions not based at the company to share information with the workforce at an agreed time and place without the interference of management.

Such events should take place on request from the workers or from external union officials if the union they represent is involved in a Collective Bargaining Agreement (CBA) on the relevant industry or at national level.

In countries where a union is active in the sector and the workers within the company are not represented by a union, the management is expected to invite the union to hold an information meeting.

1.4.1.3 If no active and recognized union is able to work in the area, all the workers shall democratically elect a workers' committee that represents them and negotiates with management to defend their rights and interests.

FLO upholds the rights to freedom of association and collective bargaining and considers independent trade unions the best means for achieving this. However, in some countries free and independent trade unions are prohibited by law, in other countries the trade union is run by the government rather than independently by its members, and in other cases a representative trade union may not be actively present in the area where the company operates.

Companies and their workers may ask FLO for assistance in contacting representative trade unions if such unions are not active on the company's site.

	<p>An active workers' organization is needed to ensure that the Fairtrade standards are adhered to. In the same way that the Joint Body ensures that the premium benefits the workers, the workers' organization must help to ensure that the Fairtrade standards benefit the workers.</p> <p>The term 'recognized' means that the union is a member or affiliate of a national or International Trade Secretariat (e.g. Global Union Federation).</p>
<p>1.4.1.4 Management ensures that neither workers nor their representatives are discriminated against or suffer other repercussions because of freely exercising their right to organize or because of their membership or participation in legal activities in their workers' organization.</p>	<p>It is expected that management does not move or close production or deny access to workers for the direct purpose of retaliating against those who have formed or are attempting to form a workers' organization.</p> <p>Other indicators of discrimination might be longer working hours, difficulty with transport (for themselves and colleagues) and dismissal.</p> <p>The company is requested to report all cases of dismissals of union or workers' committee leaders and of JB members to the certification body immediately, giving reasons for dismissal.</p> <p>Each company maintains a register of all terminated contracts with details on circumstances/reasons for termination.</p>
<p>1.4.1.5 Management does not undertake any activity that interferes with the right to freedom of association by controlling or obstructing workers' organizations or supporting one workers' organization over another.</p>	<p>This interference could include supporting workers' organizations by financial or other means.</p> <p>Supporting one organization over another could include negotiating with one while excluding another or providing facilities for one and not for another.</p>
<p>1.4.1.6 Management allows freely elected representatives to meet and have access to all the workers in the workplace, and allows workers to hold meetings and organize themselves without interference. Facilities are provided on request to enable the representatives to carry out their functions.</p>	<p>Meetings can be held during working time within reasonable limits. The certification body may establish indicators for time and resource allocation and for frequency of meetings.</p> <p>Facilities include meeting spaces, independent access to communication facilities as well as the possibility of keeping files in lockable cupboards to which only worker representatives have access.</p>
<p>1.4.1.7 Regular meetings for workers' representatives to organize themselves are scheduled. Within reasonable limits, meetings can be held during working hours at the request of the workers' representatives.</p>	<p>Time constraints (e.g. suffered by women with children or those who travel long distances between home and workplace) should not jeopardise exercising the right to organize.</p> <p>Whilst regular meetings can be held during work time, this should be within reasonable limits and not be abused. The certification body may establish guidance on time and resource allocation and on frequency of meetings.</p> <p>During agreed meeting times workers should be relieved of their regular duties or allowed to finish their</p>

	tasks after working hours with paid overtime.
1.4.1.8 Regular meetings between senior management and the workers' organization are held during working hours.	<p>Senior management means those empowered to take decisions. These meetings serve to discuss workers' grievances (e.g. company's lack of compliance with legal or contractual obligations) and the management's concerns. It is expected that conclusions/agreements of these meetings are documented by signed minutes.</p> <p>It is important that these meetings are scheduled on a regular basis and that a culture of interaction is developed. It is not useful to meet in case of emergency situations only, since this is generally too late to be able to take all possible preventive actions.</p>
<b>1.4.2. Progress requirements</b>	
1.4.2.1 Management ensures that all workers are provided with information on their rights to freedom of association and on all available options from an independent source. This must occur within one year of certification.	<p>This is to ensure that workers are able to freely join or form a workers' organization and choose their own representatives.</p> <p>An 'independent source' is one that is free of management interference or control. This can be a union, an NGO, a consultant who is not dependent on the company, a government officer, etc.</p>
1.4.2.2, In countries where a Collective Bargaining Agreement (CBA) is agreed for the sector the company signs and adheres to this agreement within one year of certification.	
1.4.2.3. If no CBA is in place the workers' organization is encouraged by the management to negotiate an agreement on conditions of employment with management. If no union is present, management and the workers' committee get into a process of consultation with the national union federation(s) for the respective sector and the Global Union Federation (or appropriate International Trade secretariat) about improvement of the workers' representation and implementing a CBA.	<p>The management must make efforts to engage with trade unions where they exist for the sector.</p> <p>Until such efforts have been successful, the mentioned agreement should cover the topics normally covered by a CBA. A starting point for this would be likely to include salary levels, an employment manual, work time, vacation regulations and overtime.</p>
1.4.2.4 The representation and participation of the workers is improved through training activities for all employees, workers and management staff alike. Management provides adequate resources for this to take place.	<p>Management and workers alike may initiate training and select training institutions or individuals.</p> <p>Training topics should include:</p> <ul style="list-style-type: none"> <li>• workers' rights and duties</li> <li>• industrial relations</li> <li>• negotiation and conflict resolution</li> </ul> <p>Training activities are undertaken during paid work time. Depending on the size of the company, the certification body may establish indicators for such training (see also 1.1.2.4).</p>
1.4.2.5 A grievance procedure is established which ensures that workers have the right to be heard and	Workers should be aware of this procedure and workers' representatives should play an active role

<p>the right to appeal.</p>	<p>in putting the procedure in place. Any grievances submitted are investigated and followed up.</p> <p>The company should in addition establish an internal employee suggestion system, e.g. through a collecting box or an appointed person.</p>
<p><b>1.5 Conditions of Employment</b>  <i>FLO follows ILO Conventions 100 on equal remuneration and 111 on discrimination as well as ILO Convention 110 in the case of plantations. All workers must work under fair conditions of employment. The company must pay wages in line with or exceeding national laws and agreements on minimum wages or the regional average. FLO expects that the progress requirements where applicable will be dealt with annually in the collective bargaining process.</i></p>	
<p><b>1.5.1 Minimum requirements</b></p>	
<p>1.5.1.1 Conditions of employment and in particular salaries are in line with or exceed sector CBA regulations, the regional average and official minimum wages for similar occupations. The employer shall specify wages for all functions.</p>	<p>National laws and applicable CBA terms need to be complied with especially if they exceed this standard. However, this standard applies if it goes beyond those laws and terms.</p> <p>For remuneration based on production, quotas, or piecework, the pay rate allows the worker to earn the proportionate minimum wage or relevant industry average (whichever is higher) during normal working hours. This pay rate is made public. Such remuneration should not occur as a means to avoid time-bound contracts. Where rates for piecework are applied workers should agree that these rates are fair and the method of calculation is transparent and obtained through suitable means.</p> <p>Remuneration shall exclude any discrimination (see clause 1.2.1.1.).</p>
<p>1.5.1.2 All workers are aware of their rights and duties, responsibilities, salaries, and work schedules.</p>	<p>See the definition of ‘workers’ mentioned on page 4 of these standards.</p> <p>Rights and duties, responsibilities, salaries and work schedules are part of a legal labour contract.</p>
<p>1.5.1.3 Payment is made regularly and in a timely manner, in legal tender and is properly documented.</p>	<p>Documentation should consist of pay slips bearing all necessary information or some other suitable format.</p>
<p>1.5.1.4 Deductions from salaries are only permitted as agreed by national laws, as fixed by a Collective Bargaining Agreement or if the employee has given his/her written consent.</p>	<p>It is expected that the amounts deducted are fair, proportionate to the costs incurred by the employer and not used for disciplinary purposes. Workers should know and understand such conditions regarding any deductions. An example of deductions for services provided includes housing.</p> <p>In some cases premium loan repayments are deducted from the payroll. This should be allowed only if a written consent from workers exists.</p>
<p>1.5.1.5 An adequate regulation on sick leave is put in place.</p>	<p>The regulation refers to sick leave directly caused by the work (e.g. accident during work). Other cases (e.g.</p>

	illness) are expected to be covered by clause 1.5.1.1. The regulation stipulates that sick leave is not taken from annual leave.
1.5.1.6. All permanent workers must have a legally binding written contract of employment with a job description, signed by worker and employer.	<p>The contract shall include all necessary items related to the position of the worker. If applicable, sector specific contracts may be used as guidance.</p> <p>The contract safeguards the worker from loss of pay in the case of illness, disability and accident. In case of dissolution of the contract, the notice period must be identical for employer and worker. The worker must be provided with a copy of the signed contract.</p>
1.5.1.7 Working hours and overtime must comply with applicable law and industry standards. Workers are not required to work in excess of 48 hours per week on a regular basis.	<p>Exceptions from the 48 hour requirement are possible in the case of 'duty work' or when workers are 'on call.'</p> <p>Agreed and legally stipulated lunch and work breaks should be observed.</p> <p>Premium rates apply for overtime (see 1.5.1.9).</p>
1.5.1.8 Workers should have at least 24 consecutive hours of rest every 7 days, unless exceptional circumstances apply.	<p>Exceptional circumstances are, for example, peak production periods. The company must request the certification body for exceptions, which will only be granted for a limited time period. Future exceptions may also be granted based on notification and description of recurring circumstances.</p> <p>In no case are more than 18 continuous working days allowed without rest. Any free days lost during this period shall be granted to the worker within a reasonable period of time.</p>
1.5.1.9 Overtime shall be voluntary and shall not exceed 12 hours per week, unless exceptional circumstances apply. It cannot be required on a regular basis and shall always be compensated at a premium rate.	<p>Exceptional circumstances are for example peak production periods. The company must request the certification body for exceptions, which will only be granted for a limited time period. Future exceptions may also be granted based on notification and description of recurring circumstances.</p> <p>12 hours of overtime per week is not allowed for a period longer than 3 weeks.</p> <p>In time-bound contracts overtime must always be recorded and paid on the basis of the time worked, not on the basis of performance. Overtime payment is not to be combined with or substituted by bonus payment.</p> <p>Guidance for premium rate factors for overtime is as follows:</p> <ul style="list-style-type: none"> <li>• if applicable, the national law, CBA or agreements with unions need to be complied with</li> <li>• if such laws do not exist, regular overtime shall be paid at a factor of 1.5. Sundays, public holidays and night working hours shall be paid at a factor of 2</li> </ul>

	If overtime is partly or entirely compensated by the allocation of time-off work, the premium factor must be applied as extra pay in addition to the time compensation.
1.5.1.10 Annual leave, not including sick and casual leave, shall be at least 2 weeks of paid leave per year.	Week means 'calendar week'. Otherwise, periods of annual leave must be in line with either governmental regulations or with agreements specified in a specific or sectoral CBA.
1.5.1.11 Maternity leave shall not be shorter than 8 weeks on full pay, not including annual leave. After returning to work, breastfeeding breaks during work time must be granted.	Week means 'calendar week'. Maternity leave must be compliant with national law. During maternity leave the worker will not incur any loss or privilege on account of such a leave. The certification body may establish guidance for maternity leave. For progress see clause 1.5.2.2.
1.5.1.12 Legal social security provision must be paid by the management to all workers.	
1.5.1.13 All regular work is undertaken by permanent workers.	The objective is that as often as possible, work is undertaken by permanent workers. Only work that is added to usual work levels during peak seasons may be undertaken by seasonal workers. Regular work excludes all seasonal work. Time-limited contracts and any subcontracting are permitted only during peak periods, in the case of special tasks and under special circumstances. An overview of the need for workforce for the whole year is submitted by the company. Country-specific situations (for example, national employment laws) can be taken into account in exceptional circumstances. In such cases the management must ensure that workers who would otherwise be employed under a permanent contract receive similar benefits to permanent workers in other countries.
<b>1.5.2 Progress requirements</b>	
1.5.2.1 The employer works towards all permanent workers having the benefits of a provident fund or pension scheme.	
1.5.2.2 Maternity leave, if less than 12 weeks, must be increased each year by one week until 12 weeks is reached.	The period of compulsory leave after giving birth shall be prescribed by national laws or regulations, but shall in no case be less than 6 weeks out of the total of 12 weeks. The certification body may establish guidance and indicators for maternity leave.
1.5.2.3 Within one year of certification, the company's	Management must not contract workers through a

<p>management undertakes all contracting of seasonal workers directly rather than through a contractor (see 1.5.1.13).</p> <p>Exceptions for specified products may be indicated in product-specific standards if applicable. In all cases, subcontracting only takes place where the contractor can provide services that comply with national law, ILO convention C181 and with certain criteria specified in these standards regarding conditions of work, working hours, wages, contracts, Freedom of Association, forced and bonded labour, child labour, and Health and Safety.</p> <p>In such cases, the contractor must declare in writing that it adheres to these criteria, and that the company is responsible for ensuring that such conditions are met and maintaining reasonable evidence of this. In addition, the contractor commits in writing to adhere to the same standards as the certified company and agrees to be subject of inspection if found appropriate by the certification body.</p>	<p>contractor to purposefully avoid fulfilling its obligations under national legislation and these standards.</p> <p>In cases where subcontracting does take place the guidance below should be followed as closely as possible:</p> <p>Where a contractor is to be used management will develop appropriate selection criteria to help decide on appointment. Prior to any signing of a contract with a contractor, management must have seen and approved its credentials. The selection criteria are likely to include the questions below:</p> <ul style="list-style-type: none"> <li>• is the contractor registered as an employer (registered = registered with national/local bodies as a legitimate establishment)?</li> <li>• does the contractor have the required expertise for the work?</li> <li>• are contactable references available?</li> <li>• has the contractor worked for the company in the past and what is its record?</li> <li>• what is the minimum wage structure of the contractor?</li> <li>• what does the contractor do to ensure that its workers are working under stable and secure conditions?</li> </ul> <p>Management can demonstrate its efforts to ensure that the contractor recognises the rights of its workers to associate freely and bargain collectively.</p> <p>Work is subcontracted to a contractor that has committed itself by contract (between management and the contractor) to comply with these standards, to participate in auditing activities if required, implement corrective actions and inform management of any other business relationships with other subcontractors.</p> <p>At any time the management is able to clearly identify which part of its labour is subcontracted, giving full names and details of the subcontracted workers involved.</p> <p>Records of contracted workers (from the contractor) indicate the number of workers and their payment and working hours.</p>
<p>1.5.2.4 Within one year of certification temporary workers who are employed for a period of 3 months or more of uninterrupted service must have a legally binding written contract of employment with a job description, signed by employee and employer.</p>	<p>The contract safeguards the workers from loss of pay in the case of illness, disability and accident. In the case of dissolution of the contract, the notice period must be identical for employer and employee. The employee must be provided with a copy of the signed contract.</p>

	<p>There may be some flexibility over the period of uninterrupted service on the part of the certification body in some specific circumstances.</p>
<p>1.5.2.5 Salaries are gradually increased to 'living wage' levels above the regional average and official minimum.</p>	<p>It is expected that salaries will be negotiated between management and the workers' organization through a benchmarking system (taking into account salaries and other benefits of comparable businesses) and in relation to the additional income a company realises through Fairtrade.</p> <p>The role of the inspector is not necessarily to assess the level of 'living wage', but to evaluate the process by which wage increases are decided upon. The certification body may take into account the different levels of means at the company's disposal for this exercise according to its size.</p>
<p>1.5.2.6 Local and migrant, seasonal and permanent workers receive equivalent benefits and employment conditions for equal work performed.</p>	<p>Equivalent benefits take into account situations when, for example, a pension scheme or social security cannot be made available to a set of workers. In these cases workers should receive the equivalent/an alternative through other means.</p> <p>The annual company workplan specifies measurable objectives with regard to this.</p>
<p>1.5.2.7 If the company provides the workers with housing, the conditions and the infrastructure of the house must be such as to ensure decency, privacy and security. Housing must be provided at reasonable cost.</p>	<p>Decency means hygienic and healthy (dry, access to daylight, ventilation) conditions. If sanitary facilities are shared, an acceptable number of users per toilet and shower should be defined. Drinking water facilities should be made available at an acceptable proximity to the houses.</p> <p>With regard to privacy, worker representatives and management shall agree on how the exact requirements of workers need to be realised in order to meet workers' privacy needs.</p> <p>The company should specify in its workplan how it will phase out any shortcomings as soon as possible. Time and resources spent should be in fair relation to the resources and position of the company itself. The annual investment in housing improvement should be at least the equivalent of what would have been paid if workers lived off-site, i.e. for housing and transport allowances.</p> <p>Workers who do not receive housing should be compensated otherwise.</p>
<p><b>1.6 Occupational Health and Safety</b>  <i>FLO follows ILO Convention 155 which aims "to prevent accidents and injury to health arising out of, linked with or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment."</i></p>	
<p><b>1.6.1 Minimum requirements</b></p>	

<p>1.6.1.1 Work processes, workplaces, machinery and equipment on the production site are as safe as possible and any inherent risk to health is minimized by adequate control.</p> <p>A Health and Safety (H&amp;S) policy is in place and covers all the above-mentioned items.</p>	<p>A formal H&amp;S policy shall address all necessary measures, means and control points. The policy is based on a risk analysis that has been established jointly with the workers and their representatives. The policy is documented, signed by the management and communicated to the workers. As a result of this policy (see also 1.6.1.8.):</p> <ul style="list-style-type: none"> <li>• risk areas and potential hazards must be clearly identified by warning signs in local languages and include pictograms if possible</li> <li>• safety instructions and procedures including accident prevention and response must be in place and communicated to staff</li> <li>• all hazardous machinery and equipment must be equipped with adequate safety devices. Protective guards must be placed over moving parts</li> <li>• safety equipment must be provided to all workers who must be instructed and monitored in its proper use</li> <li>• equipment for chemical spraying must be stored safely</li> </ul> <p>In accordance with the regulation of subcontractors the management is responsible for the safety of the machinery of all subcontractors.</p>
<p>1.6.1.2 A person (Health and Safety Officer) is nominated to be in charge of occupational health and safety matters.</p>	<p>The H&amp;S Officer is not necessarily hired exclusively for this task but may have other duties and responsibilities within the company. The H&amp;S Officer is adequately trained for the job and has a job description. He/she is accountable to the company's management and responsible for implementing the H&amp;S policy, suggesting, planning and monitoring measures to improve health and safety on the site and for informing and training workers on H&amp;S. He/she must be given sufficient authority, time and resources for this duty. Resources may include a group of adequately trained persons that carries out the necessary tasks under the management of the H&amp;S Officer.</p>
<p>1.6.1.3 An officer responsible for healthcare and protection (Medical Officer) should be appointed and identified to the workforce.</p>	<p>The Medical Officer is not necessarily hired exclusively for this task but may have other duties and responsibilities within the company. The medical officer is qualified for the job, e.g. a trained health worker, nurse or physician. He/she is accountable to the company's management and responsible for suggesting, planning and monitoring measures to improve medical care and protection of health within the company and for workers families. Occupational healthcare should be freely available to the workforce in regard to clearly identifiable occupational healthcare matters.</p> <p>He/she must maintain full, continuously updated</p>

	<p>documentation on sickness and accidents and regularly undertake action to ensure improvements are made.</p> <p>For small plantations, as defined by the certification body, this is a progress requirement.</p>
<p>1.6.1.4 Workers and their representatives are trained in the basic requirements of occupational health and safety, relevant health protection and first aid.</p> <p>Special measures are taken to identify and avoid reoccurring health risks to vulnerable workers operating in high risk areas.</p>	<p>The H&amp;S Officer is responsible for the basic training of any new and reassigned members of the workforce and for repeat training for the existing workforce.</p> <p>Workers have the right to remove themselves from unsafe situations.</p> <p>In particular, persons under the age of 18, disabled people and pregnant and nursing women should only perform work that is appropriate to their physical capacity and that does not imply a health hazard.</p> <p>Nursing mothers shall be given time for breastfeeding for up to 9 months after the birth and shall not be requested to work overtime.</p>
<p>1.6.1.5 Workers engaged in any potentially hazardous work are adequately trained.</p>	<p>The workers are aware of the health and environmental risks of the products they are handling and are able to take correct emergency actions in the case of accident.</p> <p>All information, safety instructions, re-entry intervals and hygiene recommendations should be displayed clearly in a visible place in the workplace in the local language(s) and with pictograms.</p>
<p>1.6.1.6 The company provides adequate emergency first aid facilities, equipment and appropriately trained first aid staff to meet all reasonably foreseeable emergency first aid situations. Work accidents and related first aid measures are subject to H&amp;S reporting.</p> <p>The company assures access to appropriate secondary healthcare.</p>	<p>Suitably stocked first aid boxes must be present in the workplace and be quickly accessible at all times.</p> <p>A reasonable number of workers (in relation to the size of the company) are given regular training in first aid.</p> <p>Access to secondary healthcare means guaranteeing free transportation to the nearest hospital during working hours, or providing free on-site permanent medical support during working hours, which is able and equipped to deal with accidents and acute poisoning.</p> <p>The certification body may establish indicators for appropriate emergency measures and access to health care based on the size of the company.</p>
<p>1.6.1.7 All workers must have access to potable water and clean sanitary facilities.</p>	<p>Drinking water shall be analyzed at least every six months if water purity has been identified as a risk. Drinking water facilities must be clearly labelled as such and be placed at reasonable proximity to the workplace.</p> <p>The number of sanitary facilities (toilets, washing facilities and showers), separate for men and women, must be in proportion to the number of workers. Sanitary facilities must be cleaned regularly and be equipped with suitably covered drains and pipes.</p>

	Handwashing facilities must be close to toilets and canteen.
1.6.1.8 The company provides all workers with necessary working clothes appropriate to their tasks free of charge. Such working clothes are replaced regularly.	This requirement particularly applies to any tasks related to the treatment of hazardous chemicals. In those cases adequate protective working clothes must be provided by the company. See also 1.6.1.1.  For small plantations, as defined by the certification body, this is a progress requirement.
1.6.1.9 The company premises and its environs will be free of obvious defect and maintained in a safe, clean and, where necessary, hygienically clean condition at all times.	The company will establish a viable system of planned maintenance and necessary repair in order to prevent and remedy any threats to health, safety, welfare and the environment in which it works that may arise out of the enterprise.  In particular, all finished goods, inventory and storage materials are kept in a clean and hazard-proof state, uncluttered and easily accessible.
1.6.1.10 All indoor workplaces have adequate lighting, heating and ventilation for the work to be carried out in the context of local weather conditions.	
1.6.1.11 Fire exits, escape routes, firefighting equipment and fire alarms are provided for every indoor workplace. They are properly marked and kept clear of obstructions, allowing swift and safe exit during emergencies.	Workers are given regular training in evacuation procedures.
1.6.1.12 Electrical equipment, wiring and outlets are properly placed, grounded and inspected for overloading and leakage by a professional on a regular basis.	
1.6.1.13 The following persons are not allowed to be engaged in any potentially hazardous work: persons younger than 18 years; pregnant or nursing women; persons with incapacitating mental conditions; persons with chronic, hepatic or renal diseases; and persons with respiratory diseases.	
1.6.1.14 Workers handling hazardous chemicals are provided with adequate personal protective equipment of good quality and in good condition at the company's expense. Workers must always use such equipment and must never take it to their homes.	This applies to all workers, including temporary workers.  Management implements the necessary measures and control systems to assure that the protective equipment is used without exception and that replacements are ordered and distributed in due time.
1.6.1.15 Workers engaged in handling any potentially hazardous chemicals are given medical examinations at regular intervals by a physician.	This health surveillance will be freely available and confidential to the workers involved, with adequate and frequent liaison with a medical officer of their choice.  The frequency of examinations depends on the level of exposure.
1.6.1.16 Chemical, physical, and biological substances and agents on the production site are stored, issued, handled and used in such a way that health risks are	Hazardous chemicals must be stored in a separate, safe and locked room and issued by a qualified person.

<p>minimized.</p>	<p>The dispensing and mixing of pesticides and chemicals is undertaken in a separate, well-ventilated room or area with accurate and clean measuring equipment. A container collecting spillage is installed that does not drain to sewers or open water courses. Provision is made for the safe disposal of the contents of the container.</p> <p>All workplaces where open chemicals or inflammable materials are kept and used are adequately ventilated to ensure that acceptable air-quality levels are maintained.</p>
<p>1.6.1.17 Any spraying operation is undertaken in a safe manner.</p>	<p>All spray operators:</p> <ul style="list-style-type: none"> <li>• are thoroughly instructed and trained at regular intervals by a recognised institution or by specialists in the safe application and the risks of pesticides and chemicals</li> <li>• do not spray for more than 4 hours per day</li> <li>• are relieved periodically from spraying according to a job rotation scheme</li> <li>• must rinse off all equipment after spraying and wash their personal protective equipment before undressing</li> <li>• must shower themselves after spraying</li> <li>• control and change regularly the filters of their respirators. A check-list shall be used to carry out this task</li> </ul> <p>Suitable and properly calibrated spray equipment is used for the application of pesticides. Equipment receives regular maintenance and is cleaned after each application.</p>
<p>1.6.1.18 After spraying pesticides on the production site, minimum re-entry intervals as specified in the user instruction and/or the Fairtrade product-specific standard are strictly observed.</p> <p>Above all, the foliage must be completely dry before harvesting or other work is undertaken.</p>	<p>Safety instructions, re-entry intervals and hygiene recommendations should be displayed clearly in a visible place in the workplace. Local language(s) and pictographs should be used.</p>
<p><b>1.6.2 Progress requirements</b></p>	
<p>1.6.2.1 Workers and their representatives' capabilities and awareness of occupational health and safety, relevant health protection and first aid are improved through continuous training.</p>	<p>All workers will be formally inducted and given refresher training on all aspects of their tasks. In the case of certain key hazardous tasks, including spraying, working with hazardous chemicals, substances and materials and other potentially hazardous tasks such as operating vehicles, reach trucks and hydraulic presses, workers will receive formal recorded training to allow them to work safely in the context of the hazards that they are presented with.</p>

	<p>Information and training courses are held periodically during working hours, at least every 12 months. Training should particularly be given and regularly repeated to new and reassigned workers and seasonal and subcontracted workers.</p> <p>All training activities must be recorded. Records should include information on topics, time, duration, names of attendees and trainers. See also 1.1.2.3.</p>
<p>1.6.2.2 Within one year of certification an occupational Health &amp; Safety Committee with workers' representation is established.</p>	<p>The H&amp;S Officer performs his/her duties in close co-operation with this committee and evaluates its complaints and suggestions for improvements.</p> <p>He/she meets the Health &amp; Safety Committee regularly to discuss health and safety in the workplace.</p> <p>This clause is applicable only when appropriate to the size of the company.</p>
<p>1.6.2.3 All workers are medically examined on a voluntary basis and individual health records are opened at the beginning of their employment. Records must be established within one year of certification.</p>	<p>Regular examinations and check-ups are carried out by a physician.</p> <p>Any findings should be communicated to the person in a readily understandable form.</p> <p>Records must be kept confidential and management does not have access to them.</p> <p>The certification body will establish the basic parameters for medical examinations.</p> <p>This clause is applicable only when appropriate to the size of the company.</p>
<p>1.6.2.4 Workers are provided with free and regular medical care and advice, which is offered at the workplace at fixed times during working hours.</p>	<p>Workers are suitably trained, advised, guided and where necessary instructed in the hazards of the workplace, potential symptoms of ill health and how to report these. The management is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• the establishment of an on-site dispensary with adequate equipment and a stock of basic medicines for the treatment of most common diseases and acute intoxication/poisoning</li> <li>• the presence of professional health personnel (e.g. doctor, nurse, health worker) according to a timetable displayed at the dispensary.</li> <li>• that if a doctor is not in regular attendance at the dispensary, the company shall sign a contract with a doctor to whom patients are referred. The doctor carries out mandatory medical check-ups and advises and supervises the company nurse or health worker. Consultations for primary health care and mandatory check-ups are at the cost of the company</li> </ul> <p>This clause is applicable only where appropriate to the size of the company.</p>

<p>1.6.2.5. A policy to prevent and deal with major contagious diseases is in place, as is a reporting structure for the incidence of epidemics.</p>	<p>This policy takes the local context (e.g. regarding HIV/AIDS) into particular account.</p> <p>The medical workplan should aim to address prevention and treatment of these diseases.</p>
<p>1.6.2.6 There is a dedicated area with separate facilities for men and women at the workplace for undressing and for washing personal spraying protection equipment.</p> <p>There is a dedicated area for washing equipment that is used for applying agrochemicals.</p>	
<p>1.6.2.7 Separate changing rooms for men and women are provided and individual lockable storage facilities are available to all workers.</p>	<p>The number of changing rooms and storage facilities required are dependent on the size of the company.</p>
<p>1.6.2.8 Suitable rooms in which to rest and, if considered necessary and requested by the workers, canteens with cooking facilities are provided for all workers.</p>	<p>Separate rooms in which to rest for men and women should be provided at the request of the workforce.</p> <p>If applicable, the canteen should be located at a safe distance and protected from sites where chemicals are handled and applied.</p>
<p>1.6.2.9 H&amp;S risk assessments are carried out regularly and integrated into the H&amp;S workplan.</p>	<p>This clause is applicable only where appropriate to the size of the company. Only the initial assessment detailed in 1.6.1.1 is required for all operations.</p>
<p>1.6.2.10 The Medical Officer prepares an annual workplan/report, which is approved by management.</p>	<p>The first workplan is presented within a year of certification.</p> <p>The medical workplan is part of the company workplan. It addresses issues of occupational health, medical care and prevention.</p>
<p>1.6.2.11 The H&amp;S Officer prepares an annual workplan/report, which is approved by management.</p>	<p>The first workplan is presented within a year of certification.</p> <p>The H&amp;S workplan is part of the company workplan. It addresses progress requirements of the H&amp;S section of the standards. The workplan makes reference to the establishment of an H&amp;S Committee.</p>
<p><b>2 Economic Development</b></p> <p><i>The money paid for Fairtrade products includes a premium. This Fairtrade Premium is to be used for improvement of the socio-economic situation of the workers, their families and communities. Workers and management decide jointly about the use of the premium. Procedures, roles and responsibilities are laid down in a separate guidance document available at FLO, which must be adhered to. The employer and Joint Body (JB) must have the commitment and capacity to administer the Fairtrade Premium in a way that is transparent for workers and the certification body.</i></p> <p><i>Guidance for procedures related to the Joint Body and the premium is provided in a separate document as part of this standard</i></p>	
<p><b>2.1 Minimum requirements</b></p>	

<p>2.1.1. A Joint Body (JB), with representatives of the management and representatives of the workers, has been created, with the purpose of deciding about the use of the Fairtrade Premium (FP).</p>	<p>The Joint Body acts as ‘trustee’ and administrator of the premium for the benefit of the workers. It must be integrated into the legal structure as the Administrative Board as described in 2.1.2. Guidance for procedures related to the Joint Body and the Fairtrade Premium is provided in a separate document.</p>
<p>2.1.2 A legal body is established before any assets are acquired using the Fairtrade Premium. This body comprises and represents all employees of the company as the owner of any property acquired with the Fairtrade Premium.</p>	<p>Neither the company nor the JB as a group of people owns the FP and the assets acquired with FP money. In order to have a clear ownership structure, which ensures that the FP is for the benefit of all workers, a form of legal body must be found that:</p> <ul style="list-style-type: none"> <li>• can function as the official owner (relevant for example in the case of real estate ownership) and can take legal actions</li> <li>• secures the funds and ensures that FP money is used for the benefits of the workers</li> <li>• secures assets</li> <li>• ensures that tax is reduced as far as possible</li> </ul> <p>Without this officially constituted body there is a void, which contains the risk of appropriation of assets by individuals or interest groups.</p> <p>Requirements for complying with this clause may be established by the certification body according to the legal situation in the various countries and according to the use of the FP (e.g. acquired assets would need an owner).</p>
<p>2.1.3 All groups of workers are able to participate in the election of and to be nominated to the Joint Body. The composition of the Joint Body should reflect the composition of the workforce.</p>	<p>With regard to the composition of the JB the following aspects must be taken into account: gender, work areas, community membership, union membership, and where applicable, temporary workers, migrant workers, subcontracted workers, etc.</p> <p>A fair gender representation and fair representation of the different interest groups is crucial in order to manage the Fairtrade Premium in a way that benefits all workers without discrimination. ‘Fair’ shall be understood to mean proportional, if practicable.</p>
<p>2.1.4 The workers’ representatives are chosen through a democratic process that is properly documented. The management representatives are appointed by management.</p>	<p>Workers’ representatives can at any time invite external support persons (including union representatives) to assist in the election process and in the meetings of the JB.</p>
<p>2.1.5 Management participates actively and responsibly in the Joint Body through its representatives and assists and supports the workers in the management of the premium.</p>	<p>The active participation of management in the JB is an integral part of the Fairtrade programme and is crucial for its success. Active participation means:</p> <ul style="list-style-type: none"> <li>• the management appoints in writing its representatives to the JB (1 to 3 persons, according</li> </ul>

	<p>to the size of JB).</p> <ul style="list-style-type: none"> <li>• if the management appoints more than 1 representative, senior as well as middle management should be represented. The FT Officer should normally be one of these</li> <li>• the management representatives attend the meetings regularly</li> <li>• the management representatives should not play a leading role and impose their views, but should facilitate the process and guide, assist, and support the workers, by sharing their know-how, experience and connections</li> </ul>
<p>2.1.6 All expenditure of the Fairtrade Premium and related issues are decided exclusively by the Joint Body, after consultation with the workers and in accordance with the FLO guidelines for premium use.</p>	<p>The JB meets and consults with the workers, per sections, groups and/or general assemblies to gather and discuss project ideas.</p> <p>These information and consultation meetings are expected to be held during working hours and according to a meeting schedule approved by the management.</p> <p>The certification body may establish indicators for the allocation of time and resources.</p>
<p>2.1.7 The Joint Body, including the management representatives, is accountable to the workers and certification body for the administration and use of the Fairtrade Premium.</p>	<p>The JB ensures that the workers and certification body are regularly informed about the administration and use of the Fairtrade Premium by presenting, at the end of each business year at least:</p> <ul style="list-style-type: none"> <li>▪ a report on its activities and especially on the progress of existing FP projects</li> <li>▪ a financial report on FP income, expenditure and balance</li> <li>▪ the FP workplan for the next year</li> </ul> <p>Reports to workers shall be given in a way that is easily understandable.</p> <p>An external financial audit should be conducted in years when high FP volumes are generated or expended. For all other years an external financial audit is recommended.</p> <p>High FP balances should be invested in interest-earning financial instruments. Management should advise on proper and safe investment decisions.</p>
<p>2.1.8 The Joint Body, in consultation with the workers, prepares a yearly Fairtrade Premium workplan that takes into account the needs of all the various groups of workers.</p>	<p>The needs of all groups (e.g. including migrant workers) should be taken into account as far as possible, although the Joint Body must determine the best use for the Fairtrade Premium.</p> <p>The JB Fairtrade Premium workplan contains a reasonable budget based on expected FP income, which sets priorities for FP use. In the course of the year the</p>

	<p>workplan can be adjusted if the FP earnings are higher/lower than expected.</p> <p>The first workplan must be adopted within a year of certification. For further rules see the guidance document and Clause 2.2.2 below. Training shall be sought amongst others from the FLO Producer Business Unit.</p> <p>Note: The JB Fairtrade Premium workplan is different to the company workplans set up by the management and mentioned in previous clauses.</p>
2.1.9 All requests/suggestions for Fairtrade Premium use are documented. Decisions by the Joint Body are also recorded.	All resolutions on FP project proposals whether denied or accepted must be taken in JB meetings and recorded in the minutes.
2.1.10 The Joint Body should strive to reach decisions by consensus. Failing this, no decision can be approved if the majority of the workers' representatives do not consent. Management and workers' representatives have equal voting rights.	<p>Priority is given to workers to decide on the use of the Fairtrade Premium. Management representatives have no right to veto, unless the JB's decision will clearly damage the interests of the company (in particular the Fairtrade mission) or is clearly illegal.</p> <p>This clause implies that an odd number of workers in the Joint Body is preferable to an even number.</p>
2.1.11 The Joint Body meets regularly and during working hours.	<p>Depending on the regularity of FP flow, levels of self-organization, FP amount and number of projects, regular meetings are held.</p> <p>The certification body may establish indicators for time allocation and frequency of meetings.</p> <p>Piecoworkers must be compensated for attending the meeting as far as is reasonable (see 1.1.1.6).</p>
2.1.12 The Fairtrade Premium may not be used to cover the running costs of the company or the costs of compliance with the minimum requirements of this standard or associated product-specific standards unless stated differently.	
2.1.13 Information about the Fairtrade Premium amount is reported to all Joint Body members.	<p>Information on the current FP balance is a mandatory agenda point at Joint Body meetings, which should be reflected in the minutes.</p> <p>High volume receipts shall be reported to JB members without delay in between meetings.</p> <p>JB members are made aware of commissions or other charges for the use of any bank accounts or trusts.</p>
2.1.14 A separate Fairtrade Premium account is established and worker representatives from the Joint Body, together with management are joint signatories.	<p>'Joint signatories' means that at least one workers' representative and one manager have to sign jointly. The JB constitution can establish further requirements, e.g. 2 workers and 1 manager.</p> <p>It is recommended that the manager who is a signatory is also a member of the JB.</p>

2.1.15 The certification body, Joint Body members and, if it exists, the internal audit committee have the right to check the relevant books of the Fairtrade Premium account.	An internal audit committee, elected according to the same rules as the JB may monitor the JB's financial administration.
2.1.16 Regular capacity building for workers' representatives on the Joint Body is undertaken in order to ensure that they can carry out their functions. Management allows and supports this training to take place, partly during work time.	<p>Training for the JB should start if possible in the pre-certification process, in order to prepare members to work with the (considerable) volume of Fairtrade Premium flow that may be produced soon after certification. A time lag in the use of the FP after certification can rapidly create tensions and frustrations among workers. Training shall be sought among others from the FLO Producer Business Unit.</p> <p>The division of time and costs of capacity building for JB members is negotiated between the management and the JB. Where worker representatives are paid on a piece-rate basis they receive compensation.</p> <p>The certification body may establish guidance indicators for training requirements.</p>
<b>2.2 Progress requirements</b>	
2.2.1 Within one year of certification the internally approved Joint Body rules and regulations are in place.	The Joint Body rules and regulations provide clarity on the role and operation of the JB. Workers shall be able to consult those documents.
2.2.2 Within two years of certification the Joint Body makes use of the tools contained in the Joint Body guidance document in its preparation of the Joint Body premium workplan.	<p>Reference is made to clause 2.1.8.</p> <p>These tools include: needs assessments, setting of priorities, feasibility studies, cost analysis, implementation and monitoring and budgeting. Please see Joint Body guidance document for details.</p>
2.2.3 The Joint Body has access to communication tools – telephone, email and/or fax – and has its own independent email account where infrastructure allows it.	<p>These tools shall enable JB members to communicate both internally and externally.</p> <p>These facilities, as all operational costs of the JB are financed by the Fairtrade Premium, unless the management decides to absorb the costs.</p>
<p><b>3 Environmental Development</b></p> <p><i>Companies are expected to protect the natural environment and to make environmental protection a part of company management. Companies are expected to develop, implement and monitor an operational plan with the aim of establishing a balance between environmental protection and business results through the use of a combination of measures including crop rotation, cultivation techniques, crop selection, careful use of inputs such as fertilizers and pesticides and, as relevant, shade production. Companies are expected to minimize the use of synthetic and other off-farm fertilizers and pesticides, partially and gradually replacing them with non-synthetic and on-farm fertilizers and biological disease control methods. FLO encourages companies to work towards organic practices where socially and economically practical. Companies are encouraged to minimize the use of energy, especially energy from non-renewable sources.</i></p>	
<p><b>3.1 Impact Assessment, Planning and Monitoring</b></p> <p><i>Companies are expected to assess the environmental impacts of their operations, to develop plans designed to mitigate those impacts, and to monitor the implementation of those plans.</i></p>	

<b>3.1.1 Minimum Requirements</b>	
3.1.1.1 The company ensures that a plan giving details of how to comply with these environmental standards is put in place. Within one year of certification this plan must be fully implemented.	<p>How the operation is organised is an essential component of whether or not it can be certified. A resource person, or preferably a management team is needed to ensure that production and processing operations are meeting the requirements of the standards. Their duties should be specified in a written job description.</p> <p>The person(s) responsible for maintaining the operation's environmentally-related activities and ensuring that operations are meeting the requirements of the standards should be able to show an organised methodology and record-keeping system that gives an overview of all aspects of the operation including activities carried out by hired labour. Data should be updated on an annual basis at least.</p>
3.1.1.2 The company ensures that for certified products no plant material is gathered from protected areas or is propagated in contravention of national and international regulations.	The company should be able to prove the source of their planting stock (all plant material excluding seeds) on request of the inspector.
3.1.1.3 The company undertakes no new plantings in virgin forest areas.	
3.1.1.4 The company maintains records that include land usage, crop rotation and agrochemical usage.	<p>Records should be verifiable by inspectors. Data should be inclusive and detailed enough to ensure verification down to the company's individual plot(s).</p> <p>For perennial systems, the management of the perennial ground cover (e.g. orchard floor or similar) is equivalent to crop rotation, i.e. the ground cover must be managed in a way that protects soil, builds fertility, and otherwise conserves natural resources and biodiversity in line with standards in section 3.4.</p>
<b>3.1.2 Progress Requirements</b>	
3.1.2.1 Any harvesting of wild specimens or products from natural (uncultivated) areas by the company is done in a manner that assures the sustainability/survivability of the species in its native habitat.	<p>Wild harvesting implies that the only real management activity being undertaken in the production zone is the actual harvest itself. Any other activities related to harvesting (e.g. clearing paths, maintaining camps, etc.) should be done in a way that minimizes human impact and reduces any transient effects as much as possible (e.g. removing rubbish created in camps).</p> <p>Areas from which wild products are harvested should be clearly defined on maps and verifiable/available for inspection.</p> <p>Harvesting should be done in a manner that:</p> <ul style="list-style-type: none"> <li>• maintains the viability of the species and allows it to continue to perpetuate itself</li> </ul>

	<ul style="list-style-type: none"> <li>• is moderated to ensure that the product is still available to other species in the ecosystem that depend on it</li> <li>• ensures that the subsequent harvest cycle will provide a comparable quantity, notwithstanding naturally occurring cycles/variability in production</li> </ul>
<p>3.1.2.2 The company has identified environmental risks, assessed impacts and developed a plan to address them. Key aspects of this plan shall include how the following are identified, managed, and/or avoided, as applicable:</p> <ul style="list-style-type: none"> <li>• endangered and critically endangered species</li> <li>• habitat protection</li> <li>• buffer zones around water bodies and watershed recharge areas</li> <li>• the identification of areas that will not be cultivated and to which agrochemicals will not be applied</li> </ul>	<p>The reservation of areas for biodiversity and natural resource conservation is vital to ensuring the long-term health and equilibrium of natural ecosystems and good water quality. The impact of humans on 100% of a given land area eliminates the possibility of the native ecosystem's natural balance continuing.</p> <p>The information mentioned in this requirement should be documented by the company and should be verifiable by inspectors. Maps or similar documentation should provide an indication of all pertinent areas. Independent studies or documented field observations and scouting by the company should be used as supporting data to attest to the valid assessment of the status of endangered species.</p>
<p>3.1.2.3 Buffer zones are maintained as required to protect water bodies and watershed recharge areas, virgin forests, and/or other legally protected areas and to protect agricultural plots from potentially polluting sources such as roads.</p>	<p>The size of the buffer zone depends on the local context. Around virgin forests and potable water sources a buffer zone of 100 metres is normally sufficient; 20 metres around rivers, swamps, lagoons, secondary forests and primary roads; 10 metres around secondary roads; 2 metres around tertiary roads.</p>
<p>3.1.2.4 In operations in areas of low biodiversity, where buffer zones are bare or undifferentiated from cash crops, or in areas not suitable for cultivation, the company plants trees/bushes, or otherwise encourages the regeneration of natural flora and fauna.</p>	
<p>3.1.2.5 The company has undertaken a process of consultation with workers on the identification of risks and appropriate methods to control and minimize those risks.</p>	<p>Any type of risk deemed worthy of attention by workers or management should be identified and listed.</p> <p>Worker consultation should be documented in the form of meeting minutes or similar summaries or other attestation as to worker participation in such discussions.</p> <p>Alternatives to each risk should be enumerated and a concrete plan of action described in each case. This action plan should at a minimum indicate timelines for action, persons to be involved, activities to be carried out and follow-up evaluation.</p>
<p>3.1.2.6 The company assesses the environmental impacts of changes in land use.</p>	<p>The company should project possible changes in land use during a prescribed time period. Each proposed</p>

	<p>change should be accompanied by the projected effect(s) it will bring to the environment, labourers' welfare and the market.</p> <p>The plan can include both quantitative and qualitative information as appropriate to its particular vision. Examples of quantitative data could include acreage/crop, acreage devoted to biodiversity/reserves, projections or goals for future changes. Qualitative plans might include more about self-sufficiency, greater product diversification, restoration of damaged lands, etc.</p>
3.1.2.7 The company has a plan that adequately describes current and projected land use.	<p>The company should develop a plan that illustrates that its current and projected use of land is sustainable from an ecological, social and economic perspective. Environmental factors and workers' welfare should be taken into consideration.</p> <p>The plan can include both quantitative and qualitative information as appropriate to its particular vision (see also standard 3.1.2.6).</p>
3.1.2.8 The company pursues research into and the implementation of agricultural diversification projects within the operation (including reforestation and establishment of shade cover as applicable) as is practical for the particular situation, and this is described in writing. Progress on this should be made over time.	
3.1.2.9 The company maintains records that include water and energy consumption.	Records of total water and energy consumption should be kept. If there are different sectors or production units to the operation, usage should be documented per sector or unit.
3.1.2.10 The consumption of energy (electricity, heating oil, natural gas, etc.) is kept to a minimum. Wherever possible, renewable energy should be used.	By performing an ongoing analysis of energy use, companies will be able to find ways to reduce operational costs and environmental impact.
3.1.2.11 To the best of its ability, the company supports the environmental and infrastructure projects of the local and regional authorities that improve the living conditions of the workers (e.g. drinking water supply, roads, reforestation, sewage treatment, transportation, community infrastructure etc.).	<p>Fairtrade operations should embody socially responsible interactions with the community not only on a global market scale but also at the local level. Positive and constructive interactions with the local community have the potential to spread the long-term objectives of the Fairtrade mission.</p> <p>However, this progress requirement is not meant to necessarily dictate use of the Fairtrade Premium: such expenditure of the premium should be made only at the judgement of the Joint Body as it deems appropriate.</p>
<b>3.2 Agrochemicals</b>	

*Companies are expected to continually reduce the volumes and types of agrochemicals used in production to the maximum possible extent. (Definition: the term agrochemicals as used in this document includes all synthetic inputs directly or indirectly used in the production of agricultural products or in the maintenance of processing equipment. This includes pesticides, fertilizers and coadjutants like cleansing substances, detergents and mineral oil products).*

**3.2.1 Minimum Requirements**

<p>3.2.1.1 Materials on the FLO Prohibited Materials List are not used or otherwise sold, handled, or distributed by the company.</p>	<p>FLO publishes a list of materials that cannot be used, comprising data from the WHO Class I A&amp;B, PAN’s ‘Dirty Dozen’ and FAO/ UNEP Prior Informed Consent Procedure Lists plus FLO specific additional materials.</p> <p>This list, the FLO Prohibited Materials List, is an integral part of this standard. The FLO Prohibited Materials List stipulates which materials are prohibited for all products and which are prohibited for specific products.</p> <p>Toxic chemicals that persist in the environment are a threat to all species inhabiting the region. They circulate through water supplies, soils, plants, and animals, often creating cumulative toxic effects. The use of such chemicals is contrary to Fairtrade’s objectives and standards for environmental protection and human safety. A range of alternatives to the chemicals on these lists exists; if the company cannot find a suitable alternative, it is a sign that the overall plan for land use and crop production should be reviewed.</p>
<p>3.2.1.2 This standard only applies to the materials that are exceptionally allowed in certain products and in certain countries, as specified in the tables of the FLO Prohibited Materials List.</p> <p>The use of the exceptionally allowed materials are minimized and undertaken only in case of definite need, in 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 company.</p>	<p>The company shall demonstrate on the basis of credible evidence the definite need to use the exceptionally allowed materials.</p> <p>Exceptions are reviewed periodically by the certification body.</p>
<p>3.2.1.3 The build-up of resistance to agrochemicals is avoided through appropriate production and dosage techniques and selection of appropriate plant varieties.</p>	
<p>3.2.1.4 The timing and type of chemical application(s) is chosen with the aim of minimizing the quantities used and the threat of human or animal exposure and environmental harm.</p>	
<p>3.2.1.5 Aerial spraying by the company or a subcontractor is undertaken for fungicide application only. Aerial spraying over buffer zones (if any), open water bodies or residential areas is not undertaken.</p>	

<p>3.2.1.6 Agrochemicals are used, handled and stored correctly according to their specific characteristics (toxicity) in order to avoid dangers to the people and the environment. The agrochemicals are applied by trained persons only.</p>	<p>The company should identify all agrochemicals to be used.</p> <p>The company should demonstrate a clear understanding of the timing, dosage, target pest(s) or problems, and method of application appropriate for each material.</p> <p>The company should be knowledgeable as to the effects of each chemical on human health (through whatever means of exposure), and best practices that of avoiding such exposure.</p> <p>Whenever feasible, storerooms should be locked and accessible only by authorised personnel.</p> <p>The company should control and restrict the reuse of agrochemical bags and containers. These should not be used for food and product storage/transport.</p> <p>All potentially hazardous containers (e.g. pesticide-treated bags used in banana production) should be included in the company's plan.</p>
<p>3.2.1.7 The company ensures that all agrochemicals are only used for the crops for which they are specifically labelled and/or registered in the company's country.</p>	
<p>3.2.1.8 Areas where pesticides are applied are signalled.</p>	<p>The means of signalling pesticide use can vary depending on the scale of the event and the person and particular situation involved. The type(s) of method(s) used should be made clear to the inspector and certification body and should be verifiable at inspection.</p>
<p>3.2.1.9 Areas for preparing chemicals for use are equipped to handle spills and other mishandling effectively (for example with absorbent material). Spills must not be allowed to seep into soils or water supplies.</p>	<p>The use of chemicals should only be permitted once the company has ensured that personnel are trained on the proper handling, storage, dosage, and application techniques for each material to be used.</p> <p>The company should document significant mishaps (i.e., unintentional use or accidental exposures, spills, etc.) in a manner that is readily available to Fairtrade inspectors. The company should have a means of recording infractions and implementing remedial actions.</p>
<p>3.2.1.10 The company maintains safe storage and disposal of all agrochemicals and their containers.</p>	<p>The company should have a formal programme in place to ensure that this standard can be met. There should be a safe means of disposal for used containers or leftover materials no longer in use. The company should describe what the particular options are for each material in use. The programme should be</p>

	communicated to all hired workers who might need to handle the materials.
3.2.1.11 All products and packages are clearly labelled.	Whenever practical, storage should be in the original container.
3.2.1.12 The company maintains a written record of all agrochemicals purchased, used and disposed of.	<p>Purchase receipts, records of use and an inventory of remaining goods should all be on file and be reconcilable with each other.</p> <p>Records of use should be sufficiently detailed to show (as applicable) dates, materials, dosages, areas treated, methods of application and target pest(s).</p> <p>These requirements also apply to products that are not included in the Fairtrade certification, but are produced by other parts of the operation. This is necessary to ensure that, if chemicals are used by the non-Fairtrade parts of the operation, those uses can be verified as not negatively affecting compliance of the products for which the Fairtrade certification is being sought.</p>
<b>3.2.2 Progress Requirements</b>	
<p>3.2.2.1 This standard only applies to the materials that are exceptionally allowed in certain products and in certain countries, as specified in the FLO Prohibited Materials List.</p> <p>The company must ensure that the use of the exceptionally allowed materials is phased out over time.</p>	<p>The company should be able to stop using the exceptionally allowed materials through the planning and application of appropriate agricultural techniques.</p> <p>The company shall employ apposite substitutes to the exceptionally allowed materials immediately when they become available on the market.</p> <p>Efforts to find such alternatives are properly documented (e.g. communication with relevant companies and with technical advisers and scientists). Alternative methods and potential substitutes are explored and assessed by practical trials.</p>
3.2.2.2 The company applies agrochemicals (where permitted within this standard/FLO Prohibited Materials List) only on the basis of written evidence that they are necessary.	'Evidence' can be defined in a number of ways: the company should specify how it is defining it. In all cases, the company should be able to explain to inspectors its rationale for the use of agrochemicals.
3.2.2.3 The company's decision to use herbicides (where permitted within these standards/FLO Prohibited Materials List) is supported by written evidence that they are necessary.	<p>Herbicide use is often a quick-fix option for weed problems. Cultivation techniques are a longer-term solution, but should be practiced regularly as part of a broader agronomic system in order to serve well.</p> <p>If justification for the use of herbicides can be provided, the plan for use should be accompanied by a plan to reduce or eliminate the need to use them in the future as much as possible. Timelines and activities to remedy the need for herbicide use should be specified and these proposed solutions should be monitored and</p>

	documented by the company.
3.2.2.4 The company demonstrates a continual reduction in the toxicity and use of agrochemicals and a continual improvement in its rational use to the greatest possible extent.	<p>The company is expected to continuously seek less toxic alternatives to solve agricultural problems. Cultivation techniques should form the basis of creating ecosystems that foster natural plant vigour/resistance and ecological equilibrium.</p> <p>When cultivation techniques fail or prove inadequate, the company should have an established order of preference of chemical solutions, progressing from the least toxic to more toxic options. Natural materials are preferred over synthetic preparations.</p>
<p><b>3.3 Waste</b>  <i>Companies are expected to reduce, reuse, recycle and compost waste in a manner that is appropriate to the materials in question.</i></p>	
<p><b>3.3.1 Minimum Requirements</b></p>	
3.3.1.1 The company disposes of any non-agrochemical hazardous waste in a safe manner.	<p>The company should establish a plan for the disposal of all the non-agrochemical hazardous waste materials (e.g. used machinery fluids, heavy metals, batteries, greenhouse plastics, etc.). The plan should include, at a minimum:</p> <ul style="list-style-type: none"> <li>• identification of all potential hazardous non-agrochemical waste produced by the operation</li> <li>• rules for the disposal of each type or category of waste product</li> <li>• a system of education for all persons involved about these rules;</li> <li>• a means of routine or periodic verification that these rules are being followed</li> </ul> <p>Conditions regarding agrochemical waste are described in section 3.2 of the environmental standards.</p>
3.3.1.2 Unused agrochemicals are returned to the supplier if possible.	
3.3.1.3 The company ensures that organic waste is used in a sustainable way (e.g. composting, mulching, etc.).	<p>Recycling of natural resources should be maximized in order to make the production unit(s) as self-reliant as possible and reduce the need for consumption of non-renewable resources.</p> <p>Examples of unsustainable ways of handling organic waste are the burning of crop residues to get rid of them and allowing processing residues to flow into a drainage stream, etc.</p> <p>The company should develop a plan for sustainable use of organic waste that includes, at a minimum:</p> <ul style="list-style-type: none"> <li>• identification of the kinds of organic waste involved</li> </ul>

	<ul style="list-style-type: none"> <li>• identification of potential ways of recycling each type of waste so that it is assimilated back into the ecosystem in a productive manner</li> <li>• identification of potential hazards to the food safety of the Fairtrade product(s), water, or soil quality by mishandling of the waste</li> <li>• education of workers about proper techniques of handling waste to ensure that it does not pose a threat to food safety, water, or soil quality</li> </ul>
<b>3.3.2 Progress Requirements</b>	
3.3.2.1 The company manages organic waste and crop residues appropriately to prevent the spread of disease or pest problems to crops, livestock, or humans.	
3.3.2.2 Animals are not fed with organic waste that is contaminated by pesticides.	Organic waste (e.g. crop residues, flower foliage, etc) that is contaminated by pesticides can be identified as such by visible residues/effects of chemical reaction, smells, etc.
3.3.2.3 The company does not burn waste if there is an environmentally less damaging alternative.	The company should be knowledgeable about which materials should never be burned, which materials can/cannot be burned under certain circumstances and what these circumstances are. A list should be generated and updated as necessary.
3.3.2.4 All materials are recycled where this can be managed effectively. Paper, plastic, metal, wood, and other waste material are separated and recycled whenever possible.	It is acknowledged that recycling systems and similar relevant waste streams may be limited in certain areas due to limitations of infrastructure or regional progress in this regard.
<b>3.4 Soil and Water</b>	
<i>Companies are expected to maintain and enhance the fertility and structure of soil. Water resources are managed with the objectives of conservation and non-contamination.</i>	
<b>3.4.1 Minimum Requirements</b>	
3.4.1.1 The company has undertaken procedures and practices designed to reduce and/or prevent soil erosion caused by the effects of wind, water, and/or human or animal impact.	<p>The conservation of soil is a primary tenet of sustainable agricultural production. Soil serves as the basis of human livelihood and should be protected to the maximum possible extent.</p> <p>The company should evaluate what the possible causes of erosion may be on any of the land or affected water resources under its scope where products for Fairtrade labelling are produced.</p> <p>The company should monitor all pieces of land under its management. Existing problems should be identified and documented. Remedial actions appropriate to the problem should be imposed and followed up on a pre-decided timeline to ensure that the situation is improved.</p> <p>The company should take note of any land that is at risk of erosion, and this should be monitored regularly to</p>

	<p>ensure that activities or phenomena (e.g., grazing, tillage, bare areas, water runoff, etc.) do not result in the creation of erosive conditions. Remedial actions appropriate to the problem should be implemented and followed up on a pre-decided timeline to ensure that the situation is improved.</p>
<p>3.4.1.2 The company has undertaken procedures and practices designed to enhance fertility and soil structure.</p>	<p>Understanding of the basic agronomic principles of tillage and irrigation practices, building of soil fertility, and crop rotation (as applicable) should be part of every company's operating plan. A person or persons with adequate expertise in these areas should be part of the company's management. Such person(s) should be able to critically evaluate field conditions and agricultural practices and have the authority to recommend or implement conditions for improvement as appropriate to each situation.</p> <p>The company should establish its own internal guidelines for minimum requirements to ensure soil fertility and improved soil structure. These requirements should be based on techniques/practices that are known to be successful over the long term. The company should also have a way of monitoring, measuring, or otherwise evaluating how it is complying with the standard. The need for corrective measures should be documented and followed up to ensure that improvements are made as required.</p>
<p>3.4.1.3 The company ensures that waste water is handled in a manner that does not have a negative impact on water quality, soil health and structure or food safety.</p>	<p>The company should have a plan for monitoring the water quality of all waste water discharged. The plan should include, at a minimum:</p> <ul style="list-style-type: none"> <li>• establishment of baseline levels of acceptability for waste water quality</li> <li>• method(s) of analysis of water quality and a specified frequency of monitoring</li> <li>• a means of correcting any incidence of contaminants down to adequate levels. The company should install water filtration or other treatment systems as necessary to meet the requirement</li> <li>• documentation of the above, or other suitable means of recording or verification</li> </ul>
<p>3.4.1.4 The company ensures that waste water discharged from any system with which the company is involved must be handled in a way that does not:</p> <ul style="list-style-type: none"> <li>• pollute water that might be used as part of a human or animal drinking supply</li> <li>• contaminate soil or crops with chemicals or their by-</li> </ul>	

<p>products</p> <ul style="list-style-type: none"> <li>contaminate crops or soil with excessive nutrients or contaminate harvestable crops with pathogenic microbes. Attention should be paid to the judicious handling of animal manures near water bodies.</li> </ul>	
<p><b>3.4.2 Progress Requirements</b></p>	
<p>3.4.2.1 The company ensures that water management, tillage practices, and/or use of irrigation water does not lead to or contribute to contamination of water supplies, excessive salinization of soil or desertification.</p>	<p>The long-term sustainability of any region depends on the judicious use of water resources. Where irrigation water is used as a primary water source or where water is otherwise in short supply, the company should pay attention to issues of:</p> <ul style="list-style-type: none"> <li>depletion of ground water or surface water bodies (including in-stream flow)</li> <li>salinization of soil</li> <li>tillage and ground cover practices to maximise water retention in the soil</li> </ul> <p>In all cases, the company should identify the water resources that are being used and document how (methods/ techniques) this was done.</p> <p>For those operations where desertification is a known or suspected potential problem, the company should have a plan that includes concrete steps to conserve water, reduce the need for getting it from irrigation or groundwater systems and adjust the agricultural and/or business plan as necessary to adapt to the ongoing water shortages.</p>
<p>3.4.2.2 The company ensures that irrigation is carried out with methods and systems that minimize water consumption as much as is feasible for the operation in question.</p>	<p>Examples are drip irrigation, water application direct to the root zone, or other traditionally practiced effective and well-managed watering techniques.</p>
<p>3.4.2.3 The company ensures that water used in processing is utilised in the most efficient manner possible.</p>	<p>Examples are the recirculation and/or recycling of water used for washing, controlled spray washes, etc.</p>
<p>3.4.2.4 The company avoids lowering the groundwater level or any other negative effect on the availability and quality of drinking and irrigation water for the surrounding communities and farmers.</p>	<p>This could be detected by, for example, seeing that wells are running dry, that wells need to be dug deeper, that water supplies have a higher salt content than before, or via water analyses, etc.</p> <p>The lowering of groundwater levels can be avoided by reducing water consumption and/or using alternative sources of water (e.g. collecting rainwater).</p>
<p><b>3.5 Fire</b>  <i>Companies are expected to prevent the use of fire in ways that adversely affect natural systems.</i></p>	
<p><b>3.5.1 Minimum Requirements</b></p>	

<b>No minimum requirements applicable</b>	
<b>3.5.2 Progress Requirements</b>	
3.5.2.1 The company uses fire to clear or prepare land for production only if it is known that this is the preferred ecological option.	<p>The rationale for using fire in this manner should not go against the requirements of standards in section 3.4. Traditional forms of agriculture may indeed be valid systems for sustainable production. However, factors such as increasing population pressure on a given land area or market incentives to produce cash crops cannot be allowed to compromise the integrity or sustainability of the traditional system.</p> <p>The certification body has the authority to require written justification that the practice is necessary, on a case-by-case basis.</p>
3.5.2.2 The company employs only trained workers in the use of fire to clear or prepare land.	<p>It is up to the company to define what proper training is, based on its particular situation. This definition should be in written form and available to the inspector and the certification body.</p> <p>The company should establish formal guidelines and clear practices to ensure that only targeted lands are burned, and that non-target lands are left unaffected.</p>
3.5.2.3 The company has adopted fire safety procedures and practices that are appropriate to its operations.	The company should establish basic rules for fire management. These should be in written form and also communicated to all relevant workers or other potentially affected parties.
<b>3.6 Genetically Modified Organisms (GMO)</b> <i>Companies do not use GMOs in either the production or processing of products.</i>	
<b>3.6.1 Minimum Requirements</b>	
3.6.1.1 The company does not grow any GMO products.	Genetically engineered seed or planting stock may not be used. If the company produces products that are not destined for Fairtrade labelling, none of those products may be GMOs.
<b>3.6.2 Progress Requirements</b>	
3.6.2.1 The company monitors possible GMO usage by neighbours and where necessary takes additional precautions to ensure that its crops or any seed or propagation material saved for future plantings are not contaminated by GMO traits. The company has a written plan that describes what methods it will employ to fulfil this requirement.	<p>Crops grown by the company in the vicinity of neighbouring crops that are GMOs and of the same species are at risk of contamination via GMO pollen drift</p> <p>The meaning of the term ‘vicinity’ varies depending on the potential outcrossing of the crop in question. Wind-pollinated crops are riskier than insect pollinated crops, which are riskier than self-pollinated crops. Physical/terrestrial barriers and topography can increase or decrease the possibility of GMO contamination. Each company should therefore make a reasonable attempt to assess its own situation and present its plan of action to</p>

	<p>the inspector and certification body.</p> <p>Verification that seed is not a GMO variety is mandatory for any species known to be available on the market in GMO form. Such verification can be in the form of a statement from the supplier of the seed or stock, which includes at a minimum:</p> <ul style="list-style-type: none"> <li>• the seed or stock name/species, variety, and lot number (if applicable)</li> <li>• whether it is or is not a GMO</li> <li>• what percentage of purity the supplier guarantees the seed stock to be</li> <li>• the country of origin of the lot or stock in question.</li> </ul> <p>The testing of seed supplies for the presence of GMO traits is generally not a required practice. The certification body has the right to require testing in cases of suspicion of GMO contamination.</p> <p>When the company carries out GMO testing, the results of the test shall be documented and include, at a minimum:</p> <ul style="list-style-type: none"> <li>• the species and lot number of the tested sample</li> <li>• the sample size</li> <li>• the method of the test</li> <li>• the sensitivity of the test</li> <li>• the test result</li> </ul> <p>Companies are encouraged to save their own seeds and propagate their own perennial plants from existing local (or otherwise regionally adapted) stock as far as is consistent with local law.</p>
<p>3.6.2.2 The company does not use any products derived from GMOs in primary production or in processing.</p>	<p>The company should investigate all inputs used in field production and processing. It shall verify that no inputs that are used in the production or processing system constitute a GMO under Fairtrade certification.</p>
<p>3.6.2.3 Inputs, processing aids and ingredients are traced back one step in the biological chain to the direct source organism from which they are produced to ensure that they are no longer regarded as GMOs.</p>	<p>For the purposes of these standards, if a GMO is passed through another non-GMO biological system so that it is transformed into a new product whose composition leaves none (or a negligible amount) of the original GMO substrate, the new product is no longer considered a GMO. Examples are: (i) the composting of GMO plant debris (no GMO microbes allowed); and (ii) non-GMO microbial fermentation of GMO corn into simple sugars, citric acid, or alcohol.</p> <p>Examples of non-compliant farming inputs are: (i) uncomposted GMO cornstalks or (ii) <i>Bacillus</i></p>

	<p><i>thuringiensis</i> (Bt) spray from a GMO strain of Bt.</p> <p>It should be noted that a biological transformation is required. Physical refinement alone (such as the refining of GMO soya oil to obtain lecithin or tocopherols) is not sufficient to meet the requirement.</p>
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