



FAIRTRADE
AFRICA

Implementing the Fairtrade Standards for Hired Labour

**A Facilitation Manual for Fairtrade Trainers to Train Management
and Staff of Hired Labour Organisation (HLOs)**

Version 31.03.2022_v1.0



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Co-Funding Information



This publication was produced with the financial support of the European Union.

Its contents are the sole responsibility of Fairtrade Africa and do not necessarily reflect the views of the European Union

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List of Abbreviations

a.i.	active ingredient
CBA	Collective Bargaining Agreement
CC	Compliance Criteria
FP	Fairtrade Premium
FoA	Freedom of Association
FPC	Fairtrade Premium Committee
FTI	Fairtrade International
GA	General Assembly
GEO	Genetically Engineered Organism
GHG	Green House Gases
GMO	Genetically Modified Organism
HLO	Hired Labour Organisation
H&S	Health & Safety
HML	Hazardous Materials List
ILO	International Labour Organisation
IPM	Integrated Pest Management
ISEAL	International Social and Environmental Accreditation and Labelling
NFO	National Fairtrade Organisations
PML	Prohibited Materials List
PPE	Personal Protective Equipment
ToR	Terms of Reference



Using this Manual

This manual contains topics to train management and staff of Hired Labour Organisation (HLOs) to implement the Fairtrade Standard on Hired Labour¹



IMPORTANT

This manual should be used by Fairtrade trainers to train management and staff of hired labour organisations. This manual should NOT be given to management or workers of the organisation. You need to keep in mind that several requirements

The requirements discussed in this manual are the general requirements and not the product specific requirements. At the beginning of the guidelines of every topic, an overview is provided of the product specific requirements for that specific topic. For the details on product specific requirements, you should keep the Fairtrade Standard for that product you are discussing at hand.

Facilitating the topics

This manual contains a total of 19 topics. Each topic consists of the following:

- **Key information:** This is a summary of the most important information. Most information is copied from the *Explanatory document on Fairtrade Standard for Hired Labour*.
- **Background information:** Some topics have additional information which will help the trainer to better understand the topic. This means that this information does not have to be transferred to the participants. Further reading may be necessary, especially, if you are not familiar with the topic.
- **Fairtrade Standards and Compliance Criteria:** In this table (see below for an example), you will find an overview of all requirements in the Fairtrade Standard for Hired Labour that are covered in the topic. The table also includes the minimum and best Compliance Criteria from FLOCERT.
- **Guidelines for the trainers:** This part contains guidelines for the trainer on how to facilitate the session and incorporates all key information and Fairtrade requirements. All guidelines are structured according to the so-called SDF-model (described below) which will help you to structure the training sessions and to focus on implementation rather than knowledge transfer. Different training methods are used to ensure an interactive, participatory and above all practical session. You will also find an estimate of how long the session will take you, the materials you need and the preparations you need to do. In addition, this part contains an overview of product specific requirements and a summary of the structure of the session.
- **Checklist of Requirements:** The checklist of requirements (see below for an example) provides a summary per year of all requirements discussed in the topic.

¹Version 15.01.2014_v1.7

Fairtrade Standards and Compliance Criteria

Year of audit	Criteria type and description of type of company the requirement is applicable for	Fairtrade requirement number and requirement	Fairtrade guidance	FLOCERT compliance criteria number	FLOCERT minimum practice	FLOCERT best practice
Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (minimum needed)	FLOCERT Rank 5 (best practice)
0	Core Multi estate, Single plantation	Fairtrade Standard 2.1.11 The Fairtrade Premium Committee meets regularly during working hours. Minutes of the meetings are taken.	Frequency of meetings can take place once a month, once every 3 months, or twice a year, depending on amounts and flow of Fairtrade Premium received.	2.1.0.25	The FPC meets regularly	RANK 3 AND a meeting schedule is <u>planned in advance</u> and agreed with management.
				2.0.1.26	Most minutes can be found, even in loose sheets AND the decisions are recorded, even if not fully clear and signed.	All minutes are found in book/file(s) and signed, decisions are recorded with total clarity and annexes are included in the book AND minutes are registered before local authorities and/or notary public OR other situation considered best practise.
					Checkbox	
0	Core Multi estate, single plantation	Fairtrade Standard 2.1.12 Your company gives information on the current Fairtrade sales to cross check against the Fairtrade Premium received at Fairtrade Premium Committee meetings. This is reflected in the minutes together with the	High volume receipts are reported to FPC members without delay in between meetings. FPC members are made aware of commissions or other charges for the use of any bank accounts or trusts.	2.1.0.27	Information on the Fairtrade sales is provided to the FPC.	RANK 3 AND in cases where higher than volume receipts are reported, it is reported to FPC members without

The SDF-Model

The SDF-model consists of three phases:

1. Set up
2. Delivery
3. Finish

Each phase consists of certain steps:

Set up

- ☒ **Attention:** Get the attention of the audience, for example by asking a question, showing something, telling a story related to the topic, etc.
- ☒ **Title:** Give the title of the topic.
- ☒ **Objectives:** Explain what will be learned during this session.
- ☒ **Benefits:** Explain the advantages when applying the knowledge (what is in it for them?).
- ☒ **Direction:** Set the boundaries of your session by explaining what will be discussed and what not.

Delivery

- ☒ **Explanation:** Provide details on the topic by speaking.
- ☒ **Visualisation:** Visualise the topic, you can use pictures, visuals, real materials but also examples and role plays.
- ☒ **Exercise:** Let the audience do an exercise to learn through practice (doing).
- ☒ **Application:** Focus on how participants can apply what they have learned and practiced during the session.

Finish

- ☑ **Summary:** Summarise the key information. Do not re-explain the whole topic, just mention the key points.
- ☑ **Questions:** Allow the audience to ask any question or provide additional comments.
- ☑ **Evaluation:** Check the leaning of the participants by asking a few (closed) questions.
- ☑ **Next step:** Mention how the learning can be put into practice.

Checklist of Requirements

		Type of requirement	Summary of requirement	
Year 0				
Year of audit	2.1.11	C	Ensure that the FPC meet regularly during working hours.	☐
	2.1.13	C	Management must participate actively and responsibly in the FPC as a non-voting advisor.	☐
	2.1.12	C	Provide information on current Fairtrade sales, cross checked against Premium received and minute in FPC meetings. Make all relevant Premium accounting books available to the FPC members and the certification body.	☐
	2.1.19	C	Ensure that Premium is used, according to the Fairtrade rules, to benefit workers, their families and communities.	☐
	2.1.20	C	If workers choose, up to 20% of the Premium can be distributed as a Fairtrade cash bonus. If this is the case the FPC must consult with the workers' representatives. Note: exceptional circumstances can raise the limit to 50%.	☐
Year 1				
	2.1.15	C	Prepare a Fairtrade Premium plan based on consultations with workers, taking into account the needs of different groups of workers. From this prepare a budget based on expected Premium income, setting priorities.	☐
	2.1.16	C	Ensure that the FPC leads a general assembly (GA) at least once a year to approve the Fairtrade Premium plan.	☐

Facilitating Your Sessions

Learning and application of knowledge and skills

Training is not just about the transfer of knowledge and skills; training is about changing the behaviour of people, so they will **implement what they have learned**. Adults are only willing to change their behaviour if they have the knowledge and skills ("do I know how to do it"), the possible ("is it possible to apply"), willingness ("do I want to do it?"), the confidence ("can I do it?") and the commitment ("will I do it?"). Unfortunately, knowledge rarely changes behaviour, therefore **training should not be focused on knowledge transfer but much more on how the knowledge can be applied**.



IMPORTANT

The main objective of this manual is to ensure that the organisation is ready to implement all requirements. Showing the requirements on a PowerPoint slide and explaining them will not achieve that goal, because knowing the Fairtrade requirements will not guarantee that the organisation will implement them. That means that you do not simply tell the group everything that you know, but that you work with the capacity and capabilities of the organisation to discuss how best to implement the requirements.

During your sessions, you need to discuss:

- what needs to be done exactly.
- why it is good to implement the requirement.
- what is needed to implement the requirement in terms of equipment, tools, checklists, etc.
- any expected challenge and how that can be solved.
- a step-by-step approach of what needs to be done.
- agree on who will do it and when it will be done.

Splitting participants into groups

When splitting participants into smaller groups, never put more than 3 people in one group. The moment groups contain 4 or more people, not everyone will contribute to the discussion or exercise. Therefore, when forming group, form pairs or groups of 3, unless specifically indicated otherwise in the guidelines for the trainer.

When forming groups, it is important that you constantly mix the groups so that people have to work every time with different people. Instead of doing the (boring) 1-2-3 counting, let participants form their own groups (to give them some ownership and responsibilities) or think about creative ways of forming groups.

When asking groups to share their thoughts or present their work, make sure every participant has to present or share at least once. In case a pair needs to present and a person who has presented before, kindly invite the other person of the pair to share (say that so far, we did not hear XX [mention the name of the other person] and therefore you would like to invite him/her to present).

Facilitating role plays

Roleplays: Playing a real life role to experience the situation.

Types of roleplays

- Everyone plays a role (for example in smaller groups at the same time).
- A few people play a role while the others observe.

Steps to facilitate a roleplay:

- Set the scene by explaining what people will observe or do.
- Explain clearly the roles and what is expected from everyone. If people observe, clearly explain what they need to observe.
- Do the roleplay.
- Discuss. First ask those who played a role: *Was it difficult? What went well?* Then ask the observers: *What did you observe? How can we change the situation?*

Keep in mind that discussing the results of a role play is even more important than the role play itself.

General facilitation advice

- **Be prepared:** Even if you know the Fairtrade Standards by heart, make sure to read especially the guidelines for the trainer well in advance so you know what is expected from you. Remember: this training program is NOT about teaching your participants the Fairtrade requirements but about how to IMPLEMENT the requirements. The better you are prepared, the better and smoother your session will be.
- **Know your audience:** You should know in advance who you are going to train. Collect information about the HLO and your participants so you won't get any surprises. Adapt the sessions where necessary to the circumstances and environment you are working in.
- **Ask questions instead of providing information:** Your audience will be much more willing to implement requirements if they can decide how they would like to implement it. Of course, you can provide examples on how other HLOs implement certain requirements and give advice but first and foremost, let your audience come up with solutions.
- **Take your time:** It is better to discuss the implementation of one requirement in detail including an action plan what needs to be done, instead of rushing over all requirements and in the end, no one knows what to do. If the company knows the steps to implement one requirement, it will be much easier for them to also implement other requirements.
- **Make them move:** Avoid having participants sit in a chair (or worse, behind a table) throughout the sessions. Do parts of the session outside, use a different wall, form circles, form half a circle, let people stand, etc. Use every corner of your training venue.
- **Have fun!** Nothing is more boring than a facilitator who takes him/herself too seriously. Keep the atmosphere informal, make jokes and smile a lot. If something goes wrong or not as you planned, laugh about it and continue. If you have fun, your participants will also have fun (and learn much better).

Topic 1.1

Understanding the Fairtrade Standards

Key Information

Fairtrade is an **ethical certification system** that aims to promote sustainable development and to reduce poverty through fairer trade. You, as company with hired labourers in Africa, can become Fairtrade certified and produce Fairtrade **certified products**. A **hired labour organisation** is a company that relies on hired workers; this can be a farm, plantation, factory, manufacturing industry, etc.

Fairtrade Standard for Hired Labour

To become certified as company with hired labourers, you need **to comply with requirements** that are developed by Fairtrade International and listed in the **Fairtrade Standards**. For operations with hired labourers, Fairtrade International has developed the **Fairtrade Standard for Hired Labour**.

The Fairtrade Standard for Hired Labour applies to all producing companies (farms, plantations, estates, manufacturers etc.) employing hired workers, **regardless the product** the company wants to certify. Fairtrade recognizes 3 types of companies (see background information for detailed definition):

- **Multi estates** which are farms that are composed of more than one estate or several production sites under the same legal structure that apply different human resource systems and production practices.
- **Single plantations** are single-estates or farms that have one or several production sites applying the same human resource systems.
- **Small companies** are companies hiring 25 or fewer permanent workers.

For certain products, **additional specific requirements** apply which are published in product specific standards, including:

- Flowers and plants
- Fresh fruits
- Fresh vegetables
- Herbs and herbal tea
- Oilseeds and oleaginous fruit
- Prepared and preserved fruit
- Sport balls
- Tea

Not every requirement has to be complied with from the start, but continuous improvement is expected over the years of certification. For every requirement it is indicated **in which year** it must be applied. At the end of year 6 all requirements need to be followed.

In addition, not all requirements are equally important. There are **two types of requirements**:

- **Core:** This is the main set of requirements. Non-compliance with a Core requirement can lead to either suspension or corrective measures to be implemented within a short time frame.
- **Development:** These requirements refer to the continuous improvements that certified organisations must make against a scoring system defined by the certification body. The certified organisation may prioritize their own areas of importance and does not need to reach best practices in all requirements. The organisation needs to reach an average of at least 3 out of 5 in order to pass.

Example of a page of the Fairtrade Standard for Hired Labour

The screenshot shows a table with the following structure:

FLOCIERT minimum practice	Year of introduction of requirement	Requirement	Description of requirement	Advice on how to comply with the requirement
1.1.2	NEW 2014	Audit results shared with workers		
Core		Your company shares audit results with workers following each audit in a format and language accessible to workers.		
Year 1				
			Guidance: As a best practice, worker representatives join the audit opening and end meeting in order to increase worker involvement and understanding in the process of compliance. Time should be allowed for representatives to be able to share final results of the audit report with all workers. This is an opportunity to discuss audit results with workers and generate ideas for compliance actions.	

Annotations in the image include:

- FLOCIERT minimum practice** pointing to the first column header.
- Year of introduction of requirement** pointing to the second column header.
- Requirement** pointing to the third column header.
- Description of requirement** pointing to the fourth column header.
- Advice on how to comply with the requirement** pointing to the fifth column header.
- Type of requirement** pointing to the 'Core' row.
- Year of compliance** pointing to the 'Year 1' row.

To get a full understanding of the requirements and what your company should do, Fairtrade has developed an **explanatory document** which provides a checklist of what needs to be done. It also provides an explanation of why certain requirements are important.

Example of a page of the explanatory document on the Fairtrade Standard for Hired Labour

The diagram shows a table representing a Fairtrade Standard requirement. The table has four columns: Requirement number, Year of compliance, Description of what needs to be done, and Description of importance of requirement. The first row contains the requirement '1.1.2 C Share audit results with workers.' with a checkbox in the final column. Red arrows point from text labels to specific parts of the table: 'Year of compliance' points to the 'C' column header, 'Description of what needs to be done' points to the requirement text, and 'Description of importance of requirement' points to the checkbox.

Requirement number	Year of compliance	Description of what needs to be done	Description of importance of requirement
1.1.2	C	Share audit results with workers.	☐

Why is this important?

It is necessary to ensure that a company is committed to Fairtrade certification from the very start; in terms of the physical location and set up of the farm, to the dedication and support in time and resources that are needed to undergo the process of certification with Fairtrade.

What should I do?

The company must allow audits to take place on its premises and also on those that it subcontracts, if applicable, through written agreements with the subcontracted premises.

Once audits have been carried out, the results should be shared with the workers, in a way that they understand and can help to generate ideas about how to ensure the company is compliant with the standards.

Audit of Requirements

The interpretation of all requirements is described in the **Compliance Criteria**, which is used as a checklist in audits to determine compliance with the Fairtrade Standards. To better understand what is expected by Fairtrade to fulfil all requirements, it is useful to carefully read the compliance criteria. The criteria are indicated with Core and Development, just as in the Fairtrade Standards. In addition, there are **Major compliance criteria** which are the most important requirements reflecting key Fairtrade principles.

The compliance criteria are listed in the “**Public Compliance Criteria List – Hired Labour**”. There are 5 levels of compliance, called ranks:

- **Rank 1** describes a situation far away from the requirement. It is non-compliance.
- **Rank 2** describes a situation which is not completely up to the standard. It is non-compliance.
- **Rank 3** describes the minimum that needs to be done to meet the requirement.
- **Rank 4** describes a situation that meets the requirement but is not the maximum yet.
- **Rank 5** describes the full compliance.

For each rank, a description is provided of the situation of the certified organisation.

Example of a page of the FLOCERT Compliance Criteria for Hired Labour

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.1.2	Multi estate, Single plantation	1.1.0.16	The company shares final audit results with workers in a format and language accessible to workers, within reasonable time following each audit.	The final audit results are accessible only to management and no worker representative is made privy to the audit results (representative here means one who is mandated to inform workers on the deliberation s).	The final results of the audit is made accessible, but the workers (their representatives) could not understand, because it is not made available in a format or language accessible to workers/representatives.	The worker representative is informed about the final audit results in a format and language accessible to workers or joins the closing meeting.	RANK 3 AND there is a clear, established and demonstrable procedure to inform all workers, about the final results of the audit.	RANK 4 AND worker representatives join the audit opening and end meeting and the final results of the audit have been made available to the workers before the objective evidences for compliance is submitted to FLOCERT after the audit.	1	C

Downloading Fairtrade Standards

The Fairtrade Standards are **updated regularly**, so you always need to ensure that you comply with the **latest version** of the Standards.

An overview of all available documents on Hired Labour can be found via the following link:

<https://www.fairtrade.net/standard/hl>

The latest version of the **general standards** for hired labour can be downloaded via the following links:

Fairtrade Standard for Hired Labour

https://files.fairtrade.net/HL_EN.pdf

Explanatory Document for the Fairtrade Standard on Hired Labour

https://files.fairtrade.net/standards/EN_Explan_Doc_HL.pdf

Interpretation note for the Fairtrade Standard on Hired Labour

https://files.fairtrade.net/HL-INT_EN.pdf

The “**Public Compliance Criteria List** – Hired Labour” can be downloaded via the following link:

<https://www.flocert.net/wp-content/uploads/2021/07/hired-labour-compliance-criteria.pdf>

The **Crop Specific Standards** and other relevant documents can be downloaded via the following links:

Fairtrade Standard for Flowers and Plants

<https://www.fairtrade.net/standard/hl-flowers-and-plants>

Fairtrade Standard for Fresh Fruits

<https://www.fairtrade.net/standard/hl-fresh-fruit>

Fairtrade Standard for Fresh Vegetables

<https://www.fairtrade.net/standard/hl-fresh-vegetables>

Fairtrade Standard for Herbs and Herbal Tea

<https://www.fairtrade.net/standard/hl-herbs>

Fairtrade Standard for Oilseeds and Oleaginous Fruit

<https://www.fairtrade.net/standard/hl-oilseeds>

Fairtrade Standard for Prepared and Preserved Fruit

<https://www.fairtrade.net/standard/hl-prepared-fruit>

Fairtrade Standard for Sport Balls

<https://www.fairtrade.net/standard/hl-sports-balls>

Fairtrade Standard for Tea

<https://www.fairtrade.net/standard/hl-tea>



Background Information

Purpose

The purpose of the Fairtrade Standard for Hired Labour is **to set the requirements that determine participation in the Fairtrade system** that applies to workers, empowering them to combat poverty, strengthen their position and to take more control of their lives. The requirements ensure that employers pay decent wages, guarantee the right to join trade unions, and make certain that health, safety and environmental principles are adhered to.

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

Benefits

There are several benefits of being Fairtrade certified:



Fairtrade Minimum Price:

Fairtrade guarantees that a minimum price will be paid for your crop. In case the market price is higher than the minimum price, you will get the market price.



Better working and living conditions:

The Fairtrade Standards include requirements that will improve the working and living conditions for workers.



Fairtrade Premium:

An extra amount is paid on top of the Fairtrade price, which can be invested in your community and/or to improve your business.



New market opportunities:

When you are Fairtrade certified, you can sell your crop as Fairtrade which will open new opportunities to sell your crops to buyers.



A healthier environment:

The Fairtrade Standards will reduce the negative impact of crop farming on the environment and will stimulate measurements to improve it so that you can produce your crop in an increasingly sustainable way.

Main principles

There are three main principles underlying the Standard for Hired Labour.



Different types of entities

- **Multi-estates** are farms that are composed of more than one estate or several production sites under the same legal structure that apply different HR systems and production practices. Different HR systems mean that they have separate management and/ or HR decisions and rules (e.g., on overtime) differ on the sites; they may also have decentralized record keeping (e.g., contracts, pay slips, overtime and health records are kept on different production sites). Different production practices mean that for example different agrochemicals are applied or different health and safety requirements are implemented. Multi estates may also have separate Fairtrade Premium Committees and different workers representatives on the different production sites. All requirements are applicable to all companies. There are some additional requirements applicable only to multi-estates as noted throughout the Standard.
- **Single plantations** are single-estates or farms that have one or several production sites applying the same HR systems meaning that one central management is responsible for all human resource decisions and rules (e.g., on overtime) and are applied on all production sites. Single plantations also have the same production practices (e.g., agrochemicals applied, health and safety requirements).
- **A small company** is any company hiring 25 or fewer permanent workers. This number may vary depending on the country and industry and will be determined by the certification body. All requirements are applicable to all companies; however, some requirements have been modified for small companies as noted throughout the Standard.

Guidelines for the Trainer

- Materials needed:**
- ☒ Logo of Fairtrade
 - ☒ Flip-sheets, markers and masking tape
 - ☒ Data projector (in case there is electricity in your training venue)
 - ☒ Fairtrade Standard for Hired Labour
 - ☒ Explanatory Document for the Fairtrade Standard for Hired Labour
 - ☒ Public Compliance Criteria List – Hired Labour
 - ☒ Copies for all participants of page 9 from the Fairtrade Standard for Hired Labour (version 15.01.2014_v1.7)
 - ☒ Copies for all participants of page 8 and from the Explanatory Document for the Fairtrade Standard for Hired Labour (version 15.01.2014_v1.7)
 - ☒ Copies for all participants of page 7 from the Public Compliance Criteria List – Hired Labour (NSF Checklist HL 7.22 EN-GB 06 July 2021)
 - ☒ In case a product standard applies, you should select a page to discuss and make copies of that page for all participants.

Time needed: 1 hour to 1 hour and 15 minutes

- Preparations:**
- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.
 - ☒ Check in advance for which product(s) the company is (in the process of being) certified and which Fairtrade Standards apply.
 - ☒ Prepare a flip-sheet with the following information (you will use this flip-sheet throughout the training sessions so keep it neat to be reused):
 - Fairtrade Standard for Hired Labour**
 - General requirements**
 - Social development**
 - Labour conditions**
 - Environmental development**
 - Trade**
 - ☒ Prepare a flip-sheet with the following information (you will use this flip-sheet throughout the training sessions so keep it neat to be reused):
 - For audit**
 - Types of criteria:**
 - Major**
 - Core**
 - Development**
 - 5 levels of compliance:**
 - Rank 1 and 2: non-compliance**
 - ☒ In case you will use a data projector to show the pages from the standard, explanatory document and compliance criteria list, make sure the pages are ready to be shown.
 - ☒ Check if a product standard applies.

Note for the trainer:



- This session is for companies with hired labour that are either in the process of being certified or have been recently certified. In case you would like to use this session to introduce Fairtrade, it would be better to focus much more on the benefits of Fairtrade, rather than on the procedures of complying with the Fairtrade Standards.
- In case you have electricity in your training venue, you can show the pages that you discuss on the wall with a data projector. However, you still need to distribute copies to everyone so people can make notes.
- For step 22: In case you have internet in your training venue, you can show "live" where to find the Standards and other documents on the website. In case you have no internet, you can either open several pages on your web browser when you have internet and leave them open to show during the training program or you can make screenshots. In case there is no electricity, you can make copies of screenshots and distribute those.



Set up – 2-5 minutes

- Attention:** Show participants the Fairtrade logo. Ask who of them knows this logo and what their involvement is with Fairtrade. Paste the logo on the wall.
- Title:** Mention the title of the session: *Understanding the Fairtrade Standards*.
- Objectives:** To explain what the Fairtrade Standards are, the different types of requirements, and what compliance criteria are.
- Benefits:** The better you understand the Fairtrade Standards, the easier it will be to comply with the requirements, and to become and stay certified.
- Direction:** We will use a few specific requirements to explain how the Fairtrade Standards work. However, we will not discuss yet how we can comply with these requirements; that will be discussed during other sessions.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction – 5-10 minutes

1. Ask the following **questions** (collect several answers before providing the correct answer):
 - a. *Can anyone explain what “**certification**” means?* Certification means that products are produced or manufactured according to **certain standards** or requirements.
 - b. *Can anyone mention an example of these requirements?* You can give a few examples and add that we will look into detail into these requirements during the next sessions.
2. Confirm for which product(s) the company is (being) certified. Say that the **requirements** that need to be followed by the company are listed in the **Fairtrade Standard for Hired Labour** and the **Fairtrade Standard for XX** (add the specific product, if applicable). Show the standards that apply for this company. Say that they are **updated regularly**, so you always need to ensure that you comply with the **latest version** of the Standards. You will give them an overview with links at the end of this session.
3. Paste the flip-sheet with the chapters of the Standard on the wall. Say that the Fairtrade Standard for Hired Labour has five chapters:
 - a. **General requirements and commitment to Fairtrade** which includes requirements that relate to the certification process.
 - b. **Social Development** which includes requirements concerning the management of the premium and capacity building of labourers.
 - c. **Labour conditions** which include requirements concerning discrimination, forced labour, child labour and protection, freedom of association, employment conditions, and occupational health and safety.
 - d. **Environmental development** which includes requirements concerning pest management, soil and water, waste, GMOs, biodiversity, and energy and greenhouse gas emissions.
 - e. **Trade** which includes requirements concerning traceability, sourcing, and contracts.

Understanding the Standard – 15-20 minutes

4. Show the Fairtrade Standard for Hired Labour and **distribute** page 9 (in case you have a data projector, you also show the page on the screen). Explain that on this page we see three different **requirements**: 1.1.1, 1.1.2 and 1.1.3 (point this out on the page). On the left side of all requirements, we see 2 cells: one with a number and the second cell with **Core** in it (point this out on the page). You will explain both.
5. Say that not every requirement has to be complied with from the start; for every requirement it is indicated **in which year** it has to be applied. At the end of year 6, all requirements need to be complied with. Ask:
 - a. *In what year do you have to comply with requirement 1.1.2?* In year 2.
 - b. *And with requirement 1.1.1?* In year 0, which means right from the start.

6. Look at **Core**. Explain that not all requirements are **equally important**. There are two types of requirements:
 - a. **Core**: This is the main set of requirements. These are indicated with the term 'Core' throughout the standards. Non-compliance with a Core requirement can lead to either suspension or corrective measures to be implemented within a short time frame.
 - b. **Development**: These requirements refer to the continuous improvements that certified organisations must make against a scoring system defined by the certification body. These are indicated with the term 'Dev' throughout the standards.
7. Look at the **requirements**. We see for requirement 1.1.2 and 1.1.3 a blue box which says "new 2014". This means that this requirement was **introduced** in 2014.
8. Ask if someone can **read requirement 1.1.2**: *"Your company shares audit results with workers following each audit in a format and language accessible to workers"*. Ask the following questions:
 - a. What does that **mean**? Let several people provide an explanation. It means that all workers in your company need to get the results of every audit.
 - b. Say that most of the requirements will **raise lots of questions**. Mention the questions without giving any participant the chance to answer (you will discuss these questions in detail when you discuss these requirements):
 - How can you share the results of an audit with all workers?
 - What if the results are in English and your workers do not understand English very well?
 - What if (some of) your workers are illiterate?
 - You can just share the results and expect that everyone understands them?

Say that we will discuss these questions in detail when we discuss these requirements.
9. Say that Fairtrade has added **guidance** on how to ensure compliance with a requirement. Ask if someone can **read the guidance for requirement 1.1.2**: *"As a best practice, worker representatives join the audit opening and end meeting in order to increase worker involvement and understanding in the process of compliance. Time should be allowed for representatives to be able to share final results of the audit report with all workers. This is an opportunity to discuss audit results with workers and generate ideas for compliance actions."*
10. This means that your workers should have representatives who are involved in the audit and can share results with their co-workers. The **requirement** is like the **official rule** that needs to be followed, while the **guidance** gives ideas on **how** requirements can be followed practically.

Understanding the product specific standard – 5-10 minutes (only to be facilitated when applicable)

11. Say that for some products there are additional requirements. Show the applicable product standard and say that this applies to their company. **Discuss an example** of one of the requirements as you did for the general standard.

Using the explanatory document – 5-10 minutes

12. Say that in addition, Fairtrade has developed an **explanatory document** (show the document). Distribute page 8 and 9 of the Explanatory Document for the Fairtrade Standard for Hired Labour (and show page 8 on the wall in case you have a data projector). Explain that the document provides a **checklist** of what needs to be done. It also provides an explanation of why certain requirements are important.
13. Ask the following **questions**:
 - a. *What do we need to tick off for requirement 1.1.2?* We need to share audit results with all workers.
 - b. *From what year do we need to do that?* We need to start doing that in year 1.
 - c. *What type of requirement is it?* It is a Core requirement, which means we need to comply with this requirement to remain certified.
14. **Show page 9** of the Explanatory Document for the Fairtrade Standard for Hired Labour. Refer to paragraph 2 and ask someone to read it out loud: *"Once audits have been carried out, the results should be shared with the workers, in a way that they understand and can help to generate ideas about how to ensure the company is compliant with the standards."* Say that this gives some extra explanation on the idea behind the requirement which might be helpful when implementing the requirement. We will discuss this specific requirement in another session.

Understanding the Compliance Criteria – 20-25 minutes

15. Continue by saying that every year, all requirements are checked against so called **compliance criteria**, which are **verifiable control points** which are used as a checklist in audits to determine compliance with the Fairtrade Standards. The control points are all listed in the **"Public Compliance Criteria List – Hired Labour"**. Show the list and distribute page 7 of the Compliance Criteria to all participants.
16. Discuss and explain all columns one by one:
 - a. Column 1 **Reference**: this number refers to the requirement in the Fairtrade Standard for Hired Labour. In this case it is requirement 1.1.2.
 - b. Column 2 **Applicable for**: in this column we see for what type of companies this requirement applies. Explain the difference between the 3 types of entities. Ask: *What type of company are you: multi estate, single plantation, or a small company?* In the example, the requirement applies for multi estates and single plantations. Ask: *Does this requirement apply for your company?*
 - c. Column 3 **CC No**: this refers to the **Compliance Criteria number**. In this case it is number 1.1.0.16.
 - d. Column 4 **FLOCERT Compliance Criteria**: this describes how the situation should be.
 - e. Column 5 to 9 **Rank 1 to Rank 5**: this indicates **the level of compliance** with the Compliance Criteria. We will get back to this.
 - f. Column 10 **Time**: this refers to the year in which the criterion has to be complied with. In this case

it is year 1.

- g. Column 11 **Type**: this indicates if the criterion is Major, Core, or Development. We have seen Core and Development requirements in the Fairtrade Standards. FLOCERT has added an additional criterion called **Major criterion**. A Compliance Criterion classified as major is linked to a major Fairtrade Principle. Non-conformity with a major compliance Criterion may lead to suspension.

17. Paste the flip-sheet with the information on the **audit** on the wall. Ask if someone can repeat requirement 1.1.2 from the Fairtrade Standard for Hired Labour. Ask if someone to **read out loud the Compliance Criteria** (in the fourth column) for requirement 1.1.2: *"The company shares final audit results with workers in a format and language accessible to workers, within reasonable time following each audit."* The **requirement** describes what should be done, while the **Compliance Criteria** describes the situation after compliance. In this case it means that if all workers have received the audit results in a format and language they understand within reasonable time after the audit, the company **complies with this requirement**.

18. Finally ask everyone to look at **rank 1 to 5**. Read together all the ranks for requirement 1.1.2. Ask/explain:

- a. Explain that rank 1 to 5 indicates **the level of compliance** with the Compliance Criteria.
 - **Rank 1** describes a situation far away from the requirement.
 - **Rank 2** describes a situation which is not completely up to the standard.
 - **Rank 3** describes the minimum that needs to be done to meet the requirement.
 - **Rank 4** describes a situation that meets the requirement but is not the maximum yet.
 - **Rank 5** describes the full compliance.

Say that FLOCERT, an independent certification body, will check the compliance with the requirements. In case a requirement is not followed, it is called **non-compliance**.

- b. Which ranks indicate that you comply? Rank 3, 4 and 5.
- c. If a criterion is Major or Core, which rank do you need to achieve? Rank 3, 4 and 5.

19. Explain that for development requirements, **an overall average score** is calculated; the overall average performance rank has to be **minimum 3 or higher**.

- If the average level of compliance for the Development requirements is less than 3.0 the organisation will select 1 or more Development criteria to perform **corrective measures** and bring the average compliance level at least to the required minimum level of 3.
- The organisation can decide how to raise their overall average to 3.0, by this process:
 - You decide which areas you want to improve on to reach a higher score.
 - The improvements are documented and proven to the certification body.

Application – 5-10 minutes

20. Repeat that at least **3 documents** (and maybe 4) are important:

- Fairtrade Standard for Hired Labour
- Explanatory Document for the Fairtrade Standard for Hired Labour
- Public Compliance Criteria List – Hired Labour from FLOCERT
- Production standard (if applicable)

21. Ask the following questions and lead the discussion:

- a. *Are you comfortable in working with these documents?*
- b. *What are the main challenges you foresee in using these documents?*
- c. *What can Fairtrade do to assist you in using these documents?*
- d. *What are the steps for your company to start using these documents?*

22. Finally show on the internet where to find all the documents mentioned in step 20.

Finish – 2-5 minutes

Summary: Summarise what a requirement is, the definition of Core and Development requirements, compliance criteria and the different ranks. Refer to the different documents that were discussed and how the company can start using the documents.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What is the difference between the Fairtrade Standard and the Compliance Criteria?*
- *What is the difference between a requirement and compliance criteria?*
- *What is the difference between a Core and Development requirement?*
- *Which rank in the compliance criteria indicates compliance?*

Next step: We have seen on what we are evaluated when being Fairtrade certified. Make sure to read the Fairtrade Standards and the Compliance Criteria to ensure that you know what is expected from your organisation and its members. In the sessions to come, we are going to discuss all requirements and how to comply with them in detail.

After the session:

- Distribute the key information to everyone as handout.
- Move the 2 flip-sheets (with information on the Standard and audit) to a place in the back of the venue so you can easily refer to them in next sessions, if necessary.

Topic 1.2

Complying with General Requirements

Key Information

When you register with Fairtrade to become certified, you need to comply with a few **general requirements** to provide the **necessary framework** for effective implementation of the Standard.

Fairtrade Officer and FLOCERT Contact Person

In addition to senior management being accountable for the standards, you should also appoint a **Fairtrade Officer** who is identified and appointed with the overall responsibility for the coordination of Fairtrade matters (requirement 1.2.1). This person will act as the **liaison** between the company and Fairtrade International, and should also be one of the management representatives on the Fairtrade Premium Committee. The Fairtrade Officer does not have to be employed exclusively for this role but may be a manager with the experience and knowledge to enable him or her to take on the responsibility of Fairtrade within the company alongside their other duties.

You have designated in writing one official contact person to FLOCERT who keeps FLOCERT updated with contact details (including Fairtrade reporting contact) and important information on changes. In addition, you need to appoint:

- **A health and Safety Officer** (requirement 3.6.2): The responsibility of this officer is to implement, suggest, plan, and monitor measures to improve health and safety on the site and for informing and training workers on health and safety.
- **A Medical Officer** (requirement 3.6.26): The Medical Officer is qualified for the job, for example a trained health worker, nurse, or physician. He/she is responsible for suggesting, planning, and monitoring measures to improve medical care and protection of health within the company.
- **A person responsible for environmental development** (requirement 4.1.1): The person has the responsibility to lead the operational steps required to comply with the requirements in section 4, Environmental Development.

Mission statement (requirement 1.2.2)

Your company's mission statement or policy must include a statement which explains how the company implements the **continuous improvement of social practices** and that it is committed to sharing the aims and values of Fairtrade.

Legal Land Tenure and National Legislation (requirement 1.2.4)

The company must ensure that it has **legal and legitimate right** i.e., official documentation for all the plantations under the same company name, to the land that it is using and the human rights and fundamental freedoms of local and indigenous people must also be respected. If there are any disputes on land, these must be resolved responsibly and transparently before certification can be granted, and if these are on-going then there must be evidence that there is a legal resolution process which is active.

There are no indications that you violate national legislation on topics covered by the Fairtrade Standard for Hired Labour companies.

Resources to implement Standards provided by the company (requirement 1.2.3)

The company must ensure that working time and resources are given so that the Fairtrade standards can be implemented e.g., time provided for the various committees required by Fairtrade (Premium committee, workers representatives etc.) to meet regularly themselves and to share the outcome of their meetings with workers. Resources such as office space for meetings and storage of files and equipment, stationary, and training must be provided. If workers, who are normally paid for piecework or through a bonus system, spend time on Fairtrade matters e.g. as a member of a committee that meets on a regular basis during work time, they must be compensated for any lost income.

Allowing interaction with workers (requirement 1.1.3)

The company must allow representatives from Fairtrade International, Fairtrade producer support staff, representatives of producer networks and National Fairtrade organizations **to be able to interact with workers** in the company to enable them to discuss Fairtrade matters, at least once a year. These visits should be done in coordination with management so as not to disrupt regular work.

Handling complaints

The company handles and documents all complaints and follow-up actions relating to compliance with requirements of the applicable Fairtrade Standards. Grievance procedures and a suggestion box can contribute to the proper documentation of complaints. These records are made available to the auditor.

Suspension and de-certification

Upon suspension of Fairtrade decertification, the customer has discontinued its use of all advertising matter that contains any reference to its certified status (see also topic 5.2 on Signing and honouring contracts).

The Fairtrade Premium received by the company previous to de-certification has been paid to the Fairtrade Premium Committee and there is proof that it was used as per the requirement of Fairtrade Standards.

Source: Explanatory document on Fairtrade Standard for Hired Labour

Background Information

For this topic, there are a few FLOCERT requirements which do not appear in the Fairtrade Standard for Hired Labour. Most are linked to the confirmation of the type of company and the audit. For those requirements, no guidance exists in the Fairtrade Standard.

Fairtrade Standards and Compliance Criteri

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard requirement	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core	Fairtrade Standard 1.1.3 Your company allows Fairtrade International representatives to interact with workers to discuss matters related to Fairtrade as needed.	Fairtrade International representatives include Fairtrade liaison officers, representatives of producer networks and national Fairtrade organizations. These representatives should be able to convene with workers at their and/or at workers' request and in coordination with management. Regular work should not be disrupted	1.1.0.17	The company allows Fairtrade International representatives to interact with workers to discuss matters related to Fairtrade as needed	RANK 3 AND Management allows independent interactions between Fairtrade International representatives and worker representatives AND management pro-actively invites FI representatives to the place of work.
0	Major Multi estate, Single plantation	(Only applicable to companies who re apply for certification after they have been de-certified in the past) The Fairtrade Premium received by the company previous to de-certification has been paid to the Fairtrade Premium Committee and there is proof that it was used as per the requirement of Fairtrade Standards.		1.1.0.21	The Fairtrade Premium received by the company previous to de-certification has been paid to the Fairtrade Premium Committee and there is proof that it was used as per the requirement of Fairtrade Standards.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard requirement	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, Single plantation	Fairtrade Standard 1.2.1 Your company appoints a person responsible for Fairtrade matters, called the Fairtrade Officer, who reports to senior management and is responsible for the overall co-ordination of Fairtrade in your company and for handling all necessary Fairtrade related communications. The tasks of the Fairtrade Officer are to: • Act as a liaison between Fairtrade International, the certification body, workers and managers regarding Fairtrade matters; • Ensure the implementation and monitoring of the company's performance regarding the Fairtrade requirements. • The Fairtrade Officer has the relevant knowledge and experience to perform these tasks.	The Fairtrade Officer should be one of the management representatives on the Fairtrade Premium Committee (<u>see 2.1.1</u>). The Fairtrade Officer activities lead to greater internal control and self-monitoring, which is more sustainable in the long-term. The Fairtrade Officer does not have to be hired exclusively to carry out these tasks and may have other duties and responsibilities within the company. In the case of multi-estates, the Fairtrade Officer is appointed at the head office and is responsible for all plantations under Fairtrade certification.	1.2.0.01	The Fairtrade Officer is appointed, reports to the senior management and is made responsible for the overall co-ordination of Fairtrade in the company and for handling all necessary Fairtrade related communications and demonstrates relevant knowledge and experience to perform the tasks set in the standard.	RANK 3 AND a documented Curriculum Vitae of the Fairtrade Officer exists establishing his/her relevant knowledge and experience AND the Fairtrade Officer responsibilities are clear, appropriate and documented. AND the Fairtrade Officer is one of the management's representatives in the FPC AND the Fairtrade Officer is regularly trained in his/her responsibilities.
0	Core Multi estate, Single plantation			1.2.0.02	The FTO acts as liaison AND ensures the implementation and monitoring of the company's performance regarding the Fairtrade requirements.	RANK 3 AND a management review of the Fairtrade Officer is conducted periodically to assess the performance of the Fairtrade Officer to the requirements of the CC.
0	Core Multi estate, Single plantation	Fairtrade Standard 1.2.2 Your company's mission statement or policy includes statements on how continuous improvement of social and sustainable production practices is implemented in your company; and a statement on your commitment to achieve the aims and values of Fairtrade.	Your company is expected to make positive social and economic contributions beyond legal obligations.	1.2.0.03	The company has a mission statement or policy, which includes clauses on continuous improvement of social and sustainable production practices implemented by the company and a statement on achieving the aims and values of Fairtrade.	RANK 3 AND the company includes corporate social responsibility as an integral part of the company's mission or policy statement. AND the company can demonstrate its implementation with concrete evidence.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard requirement	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, Single plantation	Fairtrade Standard 1.2.3 Your company allocates time during regular working hours and provides other resources that are necessary for the successful implementation of Fairtrade matters. These resources include: • Time for regular meetings of the Fairtrade Premium Committee (FPC), trade union/elected worker representatives and other committees involved in Fairtrade; • Time for regular meetings of the FPC with workers; • Time for a general assembly of workers at least once a year; • Time for committee members and officers to perform their duties related to Fairtrade and relevant work; • Office space for meetings and space for the Fairtrade Premium Committee, trade union/elected worker representatives, and other committees involved in Fairtrade to keep equipment and files; • Other resources such as facilities, equipment, training, etc.; Compensation for pieceworkers and other similarly compensated work for time spent on Fairtrade implementation	Time allocated for meetings should be reasonable and agreed between management and workers. An example of time allocated for duties related to Fairtrade and relevant work may include meetings with FPC members from neighbouring companies to exchange experiences	1.2.0.24	Time is allocated for meetings during regular working hours.	RANK 3 AND a meeting schedule is planned in advance and agreed with management AND management ensures that the meetings take place on a regular basis.
				1.2.0.25	Time is allocated for meetings during regular working hours for the FPC with workers.	RANK 3 AND how and when these meetings take place is planned in advance and agreed with management. AND management ensures that the meetings take place on a regular basis
				1.2.0.26	Time is allocated for meetings during regular working hours for a general assembly of workers at least once a year.	RANK 3 AND a meeting schedule is planned in advance and agreed with management. AND the GA is scheduled at a time in the year when most workers are present.
				1.2.0.27	Time is allocated during regular working hours for committee members and officers to perform their duties related to Fairtrade and relevant work.	RANK 3 AND time allocated is always agreed between management and workers AND the company actively supports committee members to carry out their duties.
				1.2.0.28	Office space is provided for meetings as well as space to keep equipment and files.	RANK 3 and adequate other resources are provided AND the office space provided is private AND the company provides an independent room with lockable space for equipment and files for the committees to meet
				1.2.0.30	Adequate compensation is provided to pieceworkers and for other similarly compensated work.	RANK 3 AND the calculations are documented. AND the compensation is more than adequate.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard requirement	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Major Multi estate, Single plantation	Fairtrade Standard 1.2.4 Your company has legal and legitimate right to land use and land tenure, and respects the land rights of local and indigenous peoples. Disputes on land are resolved responsibly and transparently before certification can be granted. In cases where land claims and disputes are on-going, there is evidence that a legal resolution process is active.	Your company should be in full alignment with the <u>ILO Convention C169</u> (Indigenous and Tribal Peoples Convention), Part II and the " <u>Voluntary Guidelines on the Responsible Governance of Tenure</u> as defined by the Committee on World Food Security-Food and Agricultural Organization (CFS-FAO) in May 2012 (<u>www.fao.org/nr/tenure/voluntary-Guidelines/en/</u>) 'Legitimate right to land use' means that all plantations under the same company name have appropriate official documentation demonstrating legal rights to the land and are required to show either: a. The absence of significant disputes on land use, tenure and access, or; b. The free, prior and informed consent of local communities regarding the land	1.2.0.33	The company has documents that confirm its legal and legitimate right to land use AND there are no allegations against it for violation of land rights of local and indigenous peoples.	RANK 3 AND has a documented policy in place which states that they respect the land rights of local and indigenous people AND the company can demonstrate that they pro-actively help the local and indigenous people in establishing the right to their land.
				1.2.0.34	There is a land claim or dispute with a legal resolution process in place which is active.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard requirement	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, Single plantation	Fairtrade Standard 3.6.2 Your company appoints a Health and Safety Officer to be in charge of occupational health and safety matters. The company's senior management is responsible for ensuring that the H&S Officer is adequately trained for the job and has a job description which includes the following responsibilities: implementing, suggesting, planning and monitoring measures to improve health and safety on the site and for informing and training workers on Health and Safety.	The H&S Officer is not necessarily hired exclusively for this task and may have other duties and responsibilities within the company.	3.6.0.08	A Health and Safety Officer in charge of occupational health and safety matters is appointed.	
				3.6.0.09	Senior management has ensured that the H&S Officer is adequately trained for the job.	
				3.6.0.10	Senior management has ensured that the H&S officer has a job description which includes the following responsibilities: implementing, suggesting, planning and monitoring measures to improve health and safety on the site and for informing and training workers on H&S.	
0	Core Multi estate, Single plantation	Fairtrade Standard 3.6.26 (Not applicable to small companies unless otherwise required by national legislation) Your company appoints and identifies to the workforce a Medical Officer responsible for healthcare and protection. The Medical Officer is qualified for the job, for example a trained health worker, nurse or physician. He/she is responsible for suggesting, planning and monitoring measures to improve medical care and protection of health within the company.	The Medical Officer is not necessarily hired exclusively for this task but may have other duties and responsibilities within the company. This requirement does not apply to small companies unless otherwise required by national legislation.	3.6.0.75	A Medical officer responsible for healthcare and protection of the workforce is appointed.	
				3.6.0.76	The Medical Officer is qualified for the job, e.g. a trained health worker, nurse or physician. He/she is responsible for suggesting, planning and monitoring measures to improve medical care and protection of health within the company.	RANK 3 AND the medical officer is clearly organised and pro-active in improving medical care within the company.
0	Core Multi estate, Single plantation	Fairtrade Standard 4.1.1 A person within the company has responsibility to lead the operational steps required to comply with the requirements in section 4, Environmental Development.		4.1.0.01	A person within the company has the responsibility to lead the operational steps required to comply with the requirements in section 4 Environmental Development.	RANK 3 AND has the qualifications.

Guidelines for the Trainer

- Materials needed:**
- ☒ Flip-sheets and markers
 - ☐ In case there is electricity in your training venue, you can show the table with the Fairtrade Standard and Compliance Criteria from this topic, when applicable (you will find the references to the pages you need to show below in the guidelines). If there is no electricity, you need to print the table and distribute it to all participants.
 - ☐ The mission statement of the company (to check CC 1.2.0.08).

Time needed: 30-40 minutes

- Preparations:**
- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline

Product specific requirement

Product	Applicable Fairtrade requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	1.2.1	Additional	None
Herbs and herbal tea	1.3	Additional	None
Oilseeds and oleaginous fruit	1.3 1.4	Additional	None
Prepared and preserved fruit	1.3	Additional	None
Tea	1.1	Additional	None

Note for the trainer

In case certain actions need to be taken to comply with any of the requirements, write this on a flip-sheet and add the name of the person responsible for the action and the Compliance Criteria number (see table with Fairtrade Standards and Compliance Criteria in this topic).

Session in Short

Set up: 2-5 min

Delivery:

10-15 min: being a multi estate (if applicable)

15-20 min: complying with general Fairtrade requirements

2-5 min: explaining other Fairtrade requirements

Finish: 2-5 min



Setup – 2-5 minutes

- Attention:** Say that when you register with Fairtrade to become certified, you need to comply with a few general requirements.
- Title:** Tell the title of the session: *Complying with general requirements.*
- Objectives:** During this session, we will discuss how you can implement the general requirements. You need to comply with these general requirements in year 0, which means from the moment you register with Fairtrade.
- Benefits:** The general requirements will provide the necessary framework for effective implementation of the Standard, which will help to avoid non-conformity.
- Direction:** For this topic, we will use the Fairtrade Standard for Hired Labour and the Compliance Criteria as developed by FLOCERT. We have combined both in table. The requirements we will discuss during this session, are part of the first chapter in the standard which covers General requirements and commitment to Fairtrade (refer to the flip-sheet with an overview of the chapters, developed for session 1.1).

Delivery

Explanation, Visualisation, Exercise, and Application:

Being a multi estate – 10-15 minutes (only to be discussed if the company is registered as a multi estate)

1. Say that one of the first things that will be checked is if you are really a **multi estate**. We will look together if the company **complies** with these requirements. Distribute the first page of the table with the Fairtrade Standards and Compliance Criteria (which depicts FLOCERT CC 0.1.1.01 to 0.1.1.05) or show the page on the wall with a data projector.
2. Say that the criteria we see on this page are not depicted in the Fairtrade Standard because they are **developed by FLOCERT** specifically for the audit. Therefore, there is no guidance. However, the description in the ranks will give us a clear idea of what needs to be done.
3. Start with Compliance Criteria 0.1.1.01. Ask someone to **read out loud the requirement**. Ask the following questions:
 - a. *Do you have different plantations? If yes, where?*
 - b. *Are all plantations registered under the same company? If yes, they are part of a common legal structure.*
 - c. *Can someone give examples of production practices? Are they the same or different at your different plantations?*

d. *Can someone give examples of working conditions? Are they the same or different at your different plantations?*

4. When you have discussed all questions, **agree** with the group if the company **complies** with this requirement. Say that in case the company does not comply with this requirement, it means that the company **cannot register as a multi estate** but rather as a **single plantation**.
5. **Check together** criteria 0.1.1.02, 0.1.1.03 and 0.1.1.05. Break down each criterion as you did for criterion 0.1.1.01.

Complying with general Fairtrade requirements – 15-20 minutes

6. We will continue with requirements of the Fairtrade Standard for Hired Labour. Your company needs to have **one contact person for Fairtrade and one for FLOCERT** (CC 1.2.0.01, 1.1.0.02 and 1.1.0.23). This can be the same person. Ask: *“Who in your company is that contact person?”* This could be any management representative who is well versed with compliance issues or knowledge & experience of Fairtrade standards. In case there is no contact person yet, **agree who is going to be the contact person**. Provide information on the responsibilities of this person (see key information).
7. In addition, the company **needs to appoint**:
 - A health and Safety Officer (requirement 3.6.2, see also topic 3.5)
 - A Medical Officer (requirement 3.6.26, see also topic 3.5)
 - A person responsible for environmental development (requirement 4.1.1, see also topics 4.1 to 4.6)

Check if the company already has persons for the 3 functions. In case the company does not have, add it on a list with **action points** and tell the group that we are going to address this when we discuss the topics concerned so they will have a better idea of the job description of these persons.

8. One of the starting requirements is that your company's **mission statement** or policy must include a statement which explains how the company implements the **continuous improvement of social practices** and that it is committed to sharing the aims and values of Fairtrade (CC 1.2.0.03). Depict the mission statement with the data projector on the wall or (if there is no electricity) write it on a flip-sheet. Look together at the mission statement and agree if the company complies with this requirement. If not, discuss **how it can be adjusted** to comply. Discuss what the internal procedures are to change the mission statement (if necessary).
9. Another requirement deals with **legal land tenure issues**. Depict CC 1.2.0.33 and 1.2.0.34 (or distribute the page in case there is no electricity). Mention the criteria one by one and check together if the company complies. In case no one knows, try to find out **who in the company should know** and make a note to discuss the issue with management:
 - a. *Does the company have documents that confirm its legal and legitimate right to land use? In case the company does not have documents, discuss how the company can obtain them.*
 - b. *Are there no allegations against the land use of the company? In case there are allegations, discuss what type of allegations and next steps to handle these allegations.*
 - c. *Does the company have a document which states that it respects the land rights of local*

and indigenous people (rank 4 criteria)? If not, discuss how the company can develop such a document. Keep in mind that is a description for rank 4, so it can also be discussed next year.

- d. Does the company demonstrate that you pro-actively help local and indigenous people in establishing the right to their land (rank 5 criteria)? If not, discuss how the company can do this. Keep in mind that is a description for rank 5, so it can also be discussed next year.

10. Explain that one of the principles of Fairtrade is that **workers are recognized and involved** in Fairtrade matters. One of the general requirements (CC 1.1.0.17) is that your company allows Fairtrade International representatives **to interact** with workers to discuss Fairtrade related matters. These visits will be done in coordination with management as not to disrupt regular work.

Say that another requirement states that company must ensure that **working time and resources** are given so that the Fairtrade standards **can be implemented**. There are several aspects to this requirement, so let's break it down. Ask the following questions and try to come to an agreement on **how best to implement** this requirement:

- a. You should **allocate time for meetings** of the Premium Committee (the committee will be discussed in detail in another session), trade union or elected worker reps, and other committees involved in Fairtrade during regular working hours. *How can your company organize this? Who is responsible for this?* It is advised to agree on set days in the week/month for these meetings and communicate this with all workers.
- b. You should organize once a year a **general assembly of workers**. *Does your company already do this? If yes, are most workers present? If not, how can we ensure higher participation? If no general assembly is organized yet, how can you start organizing this? Who will be responsible? How will funds be allocated?*
- c. You should **provide office space** for Fairtrade related meetings and space to keep equipment (laptops, etc.) and files used for Fairtrade business. *Which space can be used for meetings? Where can equipment and files be kept?*
- d. You should **allow workers** involved in Fairtrade business **to perform their duties** (for example in the premium or any other committee). *How can we organize this? Would it be possible to allocate a certain number of hours per week, depending on the duties to be performed?*
- e. You need **to compensate workers**, who are normally paid for piecework or through a bonus system, for any lost income they have because they spent time on Fairtrade matters (and therefore could not produce). *Are workers in your company paid for piecework?* If not, there is no need to discuss this. If yes, discuss how compensation can be calculated and who is responsible for this. You can give the following example:

A flower grader is paid a bonus according to the number of bunches she manages to grade. She is the worker representative for the grading hall on the Fairtrade Premium Committee and is therefore expected to meet at least one day every month between the hours of 2 pm and 4 pm. Due to the time the meeting takes the grader loses out on the bonus payment. The company makes up this loss by calculating the equivalent bonus she would have earned had she not attended the meeting and includes this in the next salary payment.



Explaining other Fairtrade requirements – 2-5 minutes

11. Explain that another requirement is that you should **always follow the national law** (CC 1.1.0.24). This means that there should be no indication of any violation with the national law. Especially when we are going to discuss topics are labour condition, child labour, etc., we are going to look how it can be integrated with the national law.
12. Finally, there are some requirements in case there are **complaints**, you are **suspended** as company or if your company is **de-certified**. We will discuss these issues when the need arises.

Finish – 2-5 minutes

Summary: Summarise the actions that need to be taken (refer to your flip-sheet).

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *Mention a few general requirements your company needs to comply with from the start (year 0).*

Next step: Agree when the actions as agreed should be taken (add a timeline to the list with action points).

Checklist of Requirements

Year 0

1.1.3	C	Allow FTI representatives to interact with workers.	☐
1.2.1	C	Appoint a Fairtrade Officer.	☐
1.2.2	C	Include in your mission statement your commitment to continuous improvement of social practices and to achieving the aims and values of Fairtrade.	☐
1.2.3	C	Allocate working time and resources to ensure successful implementation of Fairtrade.	☐
1.2.4	C	Ensure your legal and legitimate rights to land use and tenure, respect for the right of local people and resolve disputes responsibly.	☐
3.6.2	C	Appoint a Health and Safety (H&S) Officer	☐
3.6.26	C	Appoint and identify a qualified Medical Officer.	☐
4.1.1	C	Appoint someone to be responsible for environmental development.	☐

Topic 1.3

Preparing for an Audit

Key Information

Once a year, your company is audited to check if you **comply** with all requirements as described in the Fairtrade Standards that are applicable to your situation. This audit is conducted by **FLOCERT** which is **an independent certification body** that audits the operators throughout the Fairtrade supply chains. Your company must allow audits to take place on your premises and also on those that your subcontracts, if applicable, through written agreements with the subcontracted premises.

During an audit, a FLOCERT auditor will **visit your company** and any subcontractor and will check compliance with the Fairtrade Standard through document review field inspections, and interviews with management and labourers. He/she will use the **Public Compliance Criteria List – Hired Labour** as a checklist (see also topic 1.1). In case a requirement is not followed, it is called **non-compliance** and recommendations on how to improve the situation, which are called **corrective measures**, will be discussed.

After applying for certification an **initial audit** is conducted. Your organization will receive permission to trade if no non-compliances are found on major requirements and may then be certified for three years once all other non-compliances are solved.

The Hired Labour Standard applies to all situations whatever the product, unless the **product specific standard** sets a **higher level of compliance**. Fairtrade International product specific standards apply in addition to the Hired Labour Standard and relate to one product or a group of specific products. Furthermore, Fairtrade International requires that you always adhere to **national legislation**. When Fairtrade International Standards are higher than national law, the Fairtrade International Standards apply.

A **report** which includes an overview of all non-compliance and recommended corrective measures will be shared with your company. Once audits have been carried out, you need to **share the results with all workers**, in a way that they understand and can help to generate ideas about how to ensure the company is compliant with the standards. Sharing results will allow workers to contribute on coming up with **corrective actions**. It will also allow workers to be **part of the process** and promote **ownership** of the system.

You can share the results by **sharing copies of the results with representatives of workers** and **organising meetings** with them. It is important that during these meetings, you clearly explain the results in a language that everyone understands, and let workers make suggestions and contributions on the corrective actions. To ensure that workers feel free to contribute, you can ask an external person to facilitate this meeting, for example someone from Fairtrade.

Source: Explanatory document on Fairtrade Standard for Hired Labour

Conducting a self-assessment

To ensure you comply with all requirements, you can organize a **self-assessment**:

1. **Download the latest version** of the following documents from the Fairtrade website <https://www.fairtrade.net/standard/hl> (see topic 1 for the complete list of Standards):
 - a. Fairtrade Standard for Hired Labour
 - b. Public Compliance Criteria List – Hired Labour
 - c. Explanatory Document for the Fairtrade Standard for Hired Labour



Fairtrade Standard for Hired Labour

Current version: 15.01.2014_v1.7

Expected date of next review: 2019

Contact for comments: standards-pricing@fairtrade.net

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



FLOCERT
assuring fairness

NSF Checklist HL 7.22 EN-GB

FLO-CERT GmbH
Public Compliance Criteria List - Hired Labour

06 Jul 2021

Compliance Criteria are established by FLOCERT to translate requirements of the Fairtrade Standards and FLOCERT requirements into verifiable control points that are evaluated during the certification process to determine compliance with the Fairtrade Standards. Non-conformity with a Compliance Criterion is considered non-conformity with the respective standard requirement. Each Compliance Criterion is linked to a specific timeline indicating when it needs to be fulfilled.

There are three types of Compliance Criteria:
Core (C): reflect Fairtrade principles and must be complied with.
Major (M): reflect key Fairtrade principles where non-compliance represents a major risk to the Fairtrade system. Non-conformity with a major compliance criterion may lead to certification suspensions.
Development requirements (D): refer to the continuous improvement that certified organizations must demonstrate. Compliance with development criteria is verified against an average score.

Instead of a plain yes/no-approach there are 5 levels of compliance, called ranks. Rank 1 and 2 indicate non-compliance whereas ranks 3 to 5 indicate compliance with the Fairtrade Standards. The FLOCERT Public Compliance Criteria List - Hired Labour - is based on the Fairtrade Standards for Hired Labour (dated January 15th, 2014), the Fairtrade Trade Standard and the Fairtrade Product Standards published by Fairtrade International.
This version of the Compliance Criteria supersedes all previous versions. The Compliance Criteria are published in several languages. In the case of an interpretation dispute in any of the published languages, the English version of the Compliance Criteria prevails.

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2. Organize the **self-assessment**.

- a. **Decide who** is going to do the internal inspection. It can be done by management, staff or an external consultant.
- b. **Organize a meeting** for the team doing the self-assessment to make sure that they understand the Fairtrade Standards and know what needs to be checked. In case of doubt or if you do not understand a requirement, check the Fairtrade Standard or the Compliance

Criteria for details and more specific points to verify.

- c. **Inform all workers** about the self-assessment and explain why it is done, who will do it and what is expected from them.
- d. **Conduct the self-assessment** using the checklist in the Explanatory Document.

2. Social Development

2.1 Management of Fairtrade Premium

Year 0

2.1.1	C	Create a Fairtrade Premium Committee (FPC) that manages the Premium for workers.	☐
2.1.3	C	Create and register a legal body to allow the workers to be the sole owners and beneficiaries of the Premium.	☐
2.1.5	C	Establish a separate Fairtrade Premium account with worker and management representatives as joint signatories.	☐
2.1.6	C	Ensure all Premium payments are paid directly into the Fairtrade Premium account.	☐
2.1.8	C	Sign a legally binding agreement with the legal body to ensure the balance of the Premium is used for on-going Premium projects or distributed among workers within 3 months.	☐

Discuss the results with the self-assessment team, management, heads of involved departments, and representatives of the workers. During this meeting, you need to make an action plan to improve the situation, if necessary.

- e. In case there are many requirements that need improvement, start with the Core requirements.
- f. In case most requirements are complied with, you can check the Compliance Criteria and try to improve compliance (for example, if you score rank 3 for a certain requirement, you can try to improve the situation and score rank 4 or 5).

3. Follow up on the implementation of the action plan to ensure all is in order for the audit.

Note: A self-assessment is a **requirement for the flower industry** while it is optional for other products.

Preparing for an audit

When an audit is announced, you can prepare your company and your subcontractors for the audit by taking the following steps:

1. Inform all workers and subcontractors about the upcoming audit and share the program of the auditor and what is expected from them. Make sure all required documents are accessible.
2. Appoint one person who is going to accompany the auditor and ensures everything will run smoothly.

3. If necessary, organize transport to move around to subcontractors.
4. After the audit, your company needs to share audit results with workers in a format and language accessible to workers.

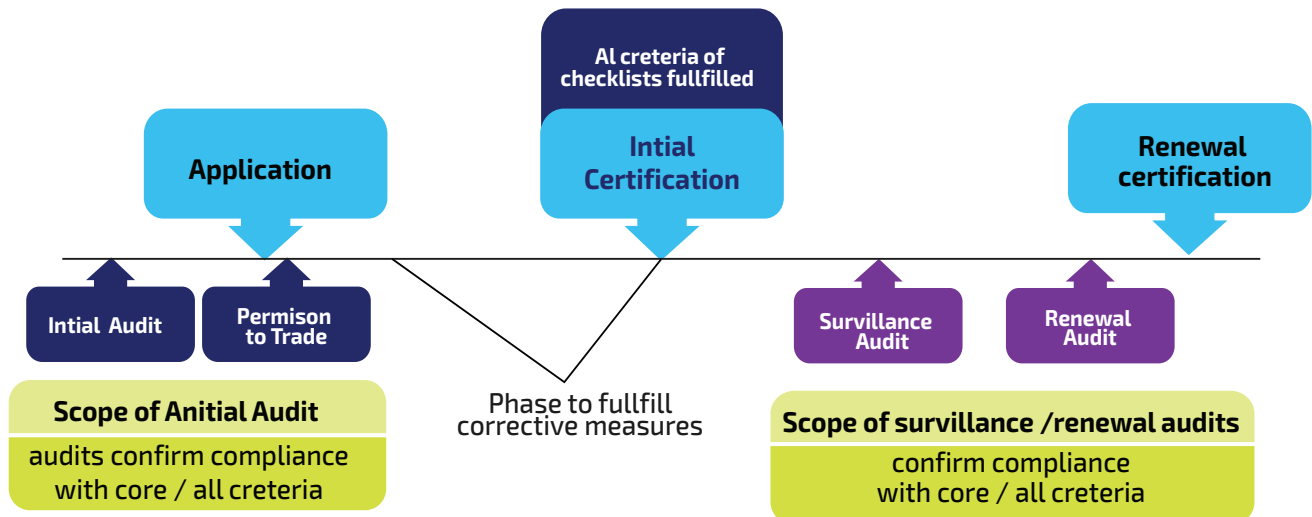
Background Information

How are producers certified and audited?

If you want to apply for Fairtrade certification you should contact FLOCERT – the independent certification body for the Fairtrade system. You can find more information on the application process on their website: <https://www.FLOCERT.net/start-trading-fair-today/>

After applying for certification **an initial audit** is conducted. Your organization will receive permission to trade if no non-compliances are found on major requirements and may then be certified for three years once all other non-compliances are solved. Yearly, a **renewal audit** will take place to confirm compliance with all criteria.

Certification Cycle



Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
3	Core Multi estate, Single plantation	FLOCERT criteria The average score for development criteria is equal or above 3.0.	None	1.1.0.11	The average score for development criteria is equal or above 3.0.	
1	Major Multi estate, Single plantation	FLOCERT criteria All non-conformities of the previous audit have been corrected	None	1.1.0.12	All non-conformities of the previous audit have been corrected	
1	Core Multi estate, Single plantation	FLOCERT criteria The conditions of granted exceptions are met.	None	1.1.0.13	The conditions of granted exceptions are met.	
0	Major Multi estate, Single plantation	Fairtrade Standard 1.1.1 Your company accepts announced and unannounced audits of your premises and contractually requires subcontracted premises to also accept audits of their premises. You provide any information in relation to Fairtrade Standards at the request of the certification body.	None	1.1.0.15	Information was poorly prepared but the organisation was active in bridging the gaps OR certain key persons were not reachable due to understand able reasons.	Announced and unannounced audits were accepted AND the information for the audit was carefully prepared.
1	Core Multi estate, Single plantation	Fairtrade Standard 1.1.1 (Applicable according to the following timelines: Banana, Flowers and Plants and Tea since Q1 2018, all other products since Q4 2018) You fulfil the following responsibilities in the assurance tool Fairtrade: 1) You verify your Fairtrade sales transactions reported by your customers (deadline: 30 calendar days after transaction has been reported). 2) You ensure that all transactions are correct.	None	1.1.0.18	All transactions are correctly verified OR no Fairtrade sales during the audited period.	All transactions are correctly verified OR no Fairtrade sales during the audited period.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core	Fairtrade Standard 1.1.2 Your company shares audit results with workers following each audit in a format and language accessible to workers.	As a best practice, worker representatives join the audit opening and end meeting in order to increase worker involvement and understanding in the process of compliance. Time should be allowed for representatives to be able to share final results of the audit report with all workers. This is an opportunity to discuss audit results with workers and generate ideas for compliance actions	1.1.0.16	The worker representative is informed about the final audit results in a format and language accessible to workers or joins the closing meeting.	RANK 3 AND there is a clear, established and demonstrable procedure to inform all workers, about the final results of the audit AND worker representatives join the audit opening and end meeting and the final results of the audit have been made available to the workers before the objective evidences for compliance is submitted to FLOCERT after the audit.

Guidelines for the Trainer

- Materials needed:**
- ☒ Flip-sheets and markers
 - ☐ The cover page of the Fairtrade Standard for Hired Labour
- Time needed:** 35-40 minutes
- Preparations:**
- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline
 - ☒ Prepare coloured cards with the steps of a self-assessment:
 - 1. Download the latest Standards
 - 2. Organize the self- assessment
 - 3. Discuss the results
 - 4. Follow up on improvements
 - ☐ A page from the Explanatory Document for the Standard on Hired Labour which contains checkpoints

Product specific requirement

Product	Applicable Fairtrade requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	1.1.1	Additional requirement	1.2.0.07 1.2.0.08
Tea	1.1	Replacement requirement 1.1.2	for None



Note for the trainer:

The self-assessment described in step 5 to 10 is a requirement for the flower industry. However, it is very useful for every company to prepare for an audit. Therefore, it is recommended to discuss this with all companies.



Set up – 2-5 minutes

- Attention:** Say that once a year, your company is audited to check if you comply with all requirements as described in the Fairtrade Standards that are applicable to your situation.
- Title:** Tell the title of the session: *Preparing for an audit.*
- Objectives:** To discuss how best we can prepare for an audit and how to handle results of an audit. We will also discuss how to conduct a self-assessment.
- Benefits:** The audit will determine if your company will become or remain Fairtrade certified. If you know what to expect, you can prepare yourself better. A well conducted self-assessment will help in becoming or remaining certified.
- Direction:** We will not discuss.

Delivery

Explanation, Visualisation, Exercise, and Application:

Explaining audits – 5-10 minutes

1. Say that every year, all Fairtrade Standard requirements are checked by FLOCERT, which is an independent certification body. During an audit, a FLOCERT auditor will **visit your company** and any subcontractor, and will check compliance with the Fairtrade Standards through observations and interviews with management and labourers. He/she will use the **Public Compliance Criteria List – Hired Labour** as a checklist (refer to topic 1.1). In case a requirement is not followed, it is called **non-compliance** and recommendations on how to improve the situation, which are called **corrective measures**, will be discussed. You must accept these audits (Fairtrade requirement 1.1.1).
2. *Only explain the next point if a product specific standard applies:* Say that the Hired Labour Standard applies to all situations whatever the product, unless the **product specific standard** sets a **higher level of compliance**. Fairtrade International product specific standards apply in addition to the Hired Labour Standard and relate to one product or a group of specific products.
3. Furthermore, Fairtrade International requires that you always adhere to **national legislation**. When Fairtrade International Standards are higher than national law, the Fairtrade International Standards apply.
4. Continue by saying that there are a few requirements linked to the audit. The first one is that your company **must allow audits to take place** on your premises and on those that you subcontract, if applicable, through written agreements with the **subcontracted premises**. Ask:

- a. *Do you have any subcontractors?*
- b. *If yes, do you have a written agreement with them that they will allow audits?*
- c. *If no, how can you develop such an agreement with the subcontracted premises? Think about who can develop the agreement, who will discuss this with the subcontracted premises, when the agreement needs to be signed, etc. Write everything that is agreed on a flip-sheet as action points to be taken after this session.*

Organizing a self-assessment – 20-25 minutes

5. Say that **before** you are audited by FLOCERT, you can **organize a self-assessment** (in case of Flowers, mention that this is a product specific requirement). Ask the following questions:
 - a. *What would be the purpose of a self-assessment?* It would be to check if you comply with all requirements and identify any challenges.
 - b. *Why would it be useful to do a self-assessment?* It will identify for which requirements you have non-compliances and you can take corrective measures to improve the situation to ensure compliance during audits.
 - c. *When doing a self-assessment, how do you know what to check?* You will find all requirements in the Fairtrade Standard for Hired Labour and the compliance criteria in the Public Compliance Criteria List for Hired Labour (refer to what has been discussed in session 1.1).
6. Say that to do a self-assessment, there are a **few steps** you should take. Past the coloured card with **"1. Download the latest Standards"** on the wall. Say that we agreed that the Fairtrade Standard for Hired Labour and the Public Compliance Criteria List for Hired Labour give us an overview of what needs to be checked. Also, the Explanatory Document for the Fairtrade Standard for Hired Labour is a useful document to use. Every few years the **requirements change**, or new requirements are added. Therefore, you must **download the latest version** of all documents. Refer to session 1.1 on where to find the documents on the Fairtrade website. **Show** on the front page of the Standard and Compliance Criteria **the version** of the document (see key information).
7. Paste the coloured card with the words **"2. Organize the self-assessment"** on the wall under the previous card and say that the next step is to organize the self-assessment. Ask the following questions:
 - a. *The self-assessment could be done by someone from within the company. **Who** within this company could do it? Could it be done by two or three people? Who could these people be: could you also include a worker representative?* Collect a few ideas and discuss.
 - b. *If it is clear who is going to do the self-assessment, you need to make sure that they know **what needs to be checked**. How could this be organized? Would you need support with this process?*
 - c. Mention that the explanatory document contains a kind of **checklist** that covers all requirements and could be used for the self-assessment. Show part of the checklist as an example.
 - d. *Before starting with the self-assessment, it is important to inform all workers. Why should this be done?* The requirements that you will check will concern all of them. In addition, some information needs to come from your workers.

- e. *How best can you inform them: during a meeting, an announcement in writing, through worker representatives or any other way? What message should you communicate to inform them?*
8. Paste the coloured card with the words "**3. Discuss the results**" on the wall under the previous card. Say that after the self-assessment, the results of the self-assessment need to be **discussed**. Ask the following questions:
- a. *What would be the purpose of discussing the results? To know what the situation in the company is with regards to compliance with all requirements and where action is needed.*
 - b. *Who should be present when results are discussed? Those who did the assessment, management, heads of involved departments and representatives of the workers.*
 - c. *How can you discuss the results? Is it necessary to discuss all requirements or would you only focus on where action is needed? How do you know if action is needed? If there are many requirements that need improvement, start with the Core requirements. If most requirements are complied with, you can check the Compliance Criteria and try to improve compliance (for example, if you score rank 3 for a certain requirement, you can try to improve the situation to obtain rank 4 or 5).*
 - d. *Add that at the end of the meeting you should have an action plan which clearly indicates what needs to be done, who should do it and when it should be done.*
9. Paste the coloured card with the words "**4. Follow up on improvements**" on the wall under the previous card and mention that this is the last step. Ask: *Who should be responsible for this?*
10. **Check the willingness** to conduct a self-assessment by asking the following questions:
- a. *Do you think a self-assessment could help this company to comply with the Fairtrade requirements?*
 - b. *What would be the main challenges when organizing self-assessment?*
 - c. *How can we solve these challenges?*
 - d. *Would you need support with a self-assessment? What type of support? Who could provide this support?*

Preparing for an audit – 10-15 minutes

11. Say that a self-assessment will not only help you to comply with all requirements; it will also give you an idea of **how an audit will be done**. During the self-assessment, you can use the checklist in the explanatory document. The auditor will use the criteria as published in the **Compliance Criteria** (refer to session 1.1), which means he/she will look in more detail at requirements. When an auditor comes, you should:
- a. **Inform all workers and subcontractors** about the upcoming audit and share the program of the auditor and what is expected from them. Make sure all required documents are accessible.
 - b. **Appoint one person** who is going to accompany the auditor and ensures everything will run smoothly.

- c. If necessary, **organize transport** to move around to subcontractors.
12. Say that one of the Fairtrade requirements (requirement 1.1.2) is that after the audit, your company needs to **share audit results with workers** in a format and language accessible to workers. Ask:
- a. **Why** is it important to share results of the audit with all workers? The Fairtrade requirements concern workers. Sharing results will allow workers to contribute on coming up with corrective actions. It will also allow workers to be part of the process and promote ownership of the system.
 - b. **How** can you share the results with everyone? What would be the best way: oral or in writing? Through worker representatives? You can share the results by **sharing copies of the results with representatives of workers** and **organising meetings** with them. It is important that during these meetings, you clearly explain the results in a language that everyone understands, and let workers make suggestions and contributions on the corrective actions. To ensure that workers feel free to contribute, you can ask an external person to facilitate this meeting, for example someone from Fairtrade.
 - c. **What** should be communicated? All results or only the highlights? All results should be shared.
13. Finally mention that after applying for certification an **initial audit** is conducted. Your organization will receive permission to trade if no non-compliances are found on major requirements and may then be certified for three years once all other non-compliances are solved.

Finish – 2-5 minutes

Summary: Summarise what a self-assessment and an audit is, its purpose and briefly how it is done (refer to the coloured cards with the steps of the self-assessment on the wall).

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What steps do we need to take to organize a self-assessment?
- Why are yearly audits done?
- Why should we share audit results with all workers?

Next step: Look at the action points to be done and get a confirmation from those who need to take action.

Checklist of Requirements

Year 0

1.1.1	C	Accept announced and unannounced audits of all premises, including those subcontracted.	☐
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Year 1

1.1.2	C	Share audit results with workers.	☐
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Topic 2.1

Setting up Premium Committee

Key Information

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

Fairtrade Standards require that the **workers are the sole owners and beneficiaries of the Premium** and should be empowered **to decide** how best to use Premium money in order to improve their livelihoods. A legal body that owns the Premium on the behalf of all workers is managed by **a Fairtrade Premium Committee** that is made up of elected worker representatives and management advisors, with the workers representatives in the majority.

It is important that the initial set up of the legal body and the Fairtrade Premium Committee (FPC, previously called Joint Body, requirement 2.1.1) are well thought out, structured and **legally documented** to ensure that the management of the Premium is carried out in an official, transparent, participative and democratic way, involving all the workers in the company, plantation or farm. It is also important that structures are put in place to ensure workers' access to the Premium in case of decertification or dissolution of the company.

Setting up the Fairtrade Premium Committee (FPC)

Before the first certification a FPC must be created to manage the Fairtrade Premium for the workers. The number of worker representatives elected to the FPC must be significantly higher than the number of appointed management advisors.

A legal body must be created that allows the workers to be the sole owners and beneficiaries of the Premium (requirement 2.1.3). This can be, for example, a locally registered community-based organisation, a cooperative etc. Whatever structure is chosen, it must be able to own property, enter into legal contracts and have a bank account. The FPC is the administrator of this legal body.

A Terms of Reference need to be created for the FPC (requirement 2.1.4) which defines, in minimum:

- The aims of the Committee.
- The composition (who are the members).
- How workers representatives of the Committee are elected.
- Procedures (determining what the terms of office are, frequency of meetings are held, how decisions are made, criteria for selection of Fairtrade Premium projects are, documentation, and which reports should be delivered, what happens to the Committee if company is decertified or dissolves).
- Internal regulations, responsibilities, especially who is responsible for finances.
- That all decisions on Premium use are approved by the annual general assembly (GA) of all workers.
- The delegate system for the GA where applicable.
- How the interests of migrant and seasonal/temporary workers are taken into account.

The terms of reference need to be translated into local languages where necessary so that they are understood by all the members, and they need to be approved by the GA of workers. They should always be made available for all members and the FPC needs to make sure that they are followed.

Elections for Fairtrade Premium Committee (requirement 2.1.9)

All the workers in the company are eligible to be nominated to the FPC and to participate in the elections. The composition of the committee must be a representation of the workforce (requirement 2.1.10), in terms of gender, areas of work e.g. field, processing, community membership, union membership, and where applicable, temporary, migrant and subcontracted workers. The requirements for the composition of the committee should be part of the constitution of the FPC. If there is a very low percentage of any one group in the workforce, reasonable judgement for representation should be made. If seasonal and temporary workers cannot participate in regular meetings then it might be more practical to elect a permanent worker to represent the interests of seasonal and temporary workers.

Elections for the workers representatives must be carried out democratically in line with the terms of reference of the FPC (see above), and they must be properly documented. If assistance is required for this step to ensure that the process is done in a democratic and fair way, external support may be sought e.g. from Fairtrade field staff in the region, or even from the elected workers' representatives

Management advisors must be appointed to the FPC and are fewer in number than the workers representatives (requirement 2.1.13). Although they are not voting members in the FPC, they still need to participate actively and responsibly, helping to guide and support the workers in the management of the Premium.

A bank account needs to be established where Premium can be received (requirement 2.1.5 and 2.1.6). Both worker members and management advisors of the FPC must be joint signatories of the account e.g. signatories could include the management advisor on the FPC, the Chairman of the FPC, and one other worker member of the FPC.

Once the bank account is established there needs to be a written legally binding document between the company and the legal body registered to manage the Fairtrade Premium that ensures that if the company is decertified from Fairtrade or

dissolves in the future, then the balance of the Fairtrade Premium is made available to the FPC and either distributed amongst the workers within 3 months or used for the ongoing Premium projects.

Premium monies from Premium payers must be paid directly into the FPC bank account, and if under exceptional circumstances it is received by the company it must be transferred within 30 days from the date received.

Capacity building of members of the Premium Committee

In particular, capacity building should cover:

1. Initial training for each new worker's representative on the FPC, during working hours, so that they can carry out their required functions effectively. This training can be provided by Fairtrade producer support and should ideally take place before the company is certified to prepare the committee members to work with the Fairtrade Premium as soon as the company begins to receive it. Refresher trainings should also be arranged, to strengthen all FPC members' capacities to manage Premium funds and plan projects effectively. This can also be provided by Fairtrade producer support.
2. More elaborate training for the members of the FPC, by year three, on participatory project planning and financial management.

Multi-estates

In the case of multi-estates Fairtrade Premium Committees must be created at each plantation affiliated to the multi-estate. If a central FPC exists then a system for elected delegates to represent each affiliated plantation must be included in the terms of reference for the FPC. By Year 1 the central structure must provide an overview of the total amount of Fairtrade Premium received, how it is distributed between the different Fairtrade Premium Committees and a combined plan showing all the individual Premium plans.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Major Multi estate, Single plantation	Fairtrade Standard 2.1.1 A Fairtrade Premium Committee (FPC), with elected FPC worker members and appointed advisors from the management is created, with the purpose of managing the Fairtrade Premium (FP) for the benefits of all workers. The number of workers' members in the Fairtrade Premium Committee is significantly higher than the number of management advisors. In the case of multi-estates there are FPCs at each affiliated plantation to the multi-estate. There may also be a central FPC at the head office.	None	2.1.0.01	An FPC has been created with elected worker members and appointed advisors from management.	Rank 3 AND it is functional, well governed regular meetings take place FTP is managed transparently AND there is a good rotation system in place for FPC members.
0	Core Multi estate, Single plantation			2.1.0.02	The number of workers representatives in the FPC is higher than the number of management advisors.	The number of worker representatives in the FPC is significantly higher than the number of management advisors AND the decision-making process is transparent.
0	Major Multi estate			2.1.0.03	Either a FPC has been created at each affiliated plantation to the multi-estate or a central FPC exists at the head office.	
1	Core Multi estate	Fairtrade Standard 2.1.2 For multi-estates, the central structure provides the certification body with an overview of the total Fairtrade Premium income of the company, the distribution of the Fairtrade Premium to the local Fairtrade Premium Committees, and an aggregated version of the individual Fairtrade Premium Plans.	None	2.1.0.6	An overview is available with all the required information.	RANK 3 AND includes data on Fairtrade Premium to be received.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Major Multi estate, Single plantation	Fairtrade Standard 2.1.3 A formal legal body exists that is recognized by law and registered by a public entity which allows workers to be the sole owners and be the beneficiaries of the Fairtrade Premium. This body is able to own property, enter into legal contracts and have a bank account. This requirement does not apply when registration under national laws is prohibitive and/or no fixed assets are yet acquired.	The Fairtrade Premium Committee acts as the administrator for this legal body. FPC members are managers of the Fairtrade Premium and represent all employees of the company who are the owners/beneficiaries of the Fairtrade Premium and any property acquired with the Fairtrade Premium. Neither the company nor the members of the FPC as a group of people own the FP and the assets acquired with FP money. Without this officially constituted body there is a risk of appropriation of assets by individuals or interest groups.	2.1.0.7	A legal body that fulfils all specified requirements exists.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Major Multi estate, Single plantation	Fairtrade Standard 2.1.4 The Fairtrade Premium Committee has and follows terms of reference (ToR), in accordance with this standard, defining: • The aims of the Committee; • The composition (who are the members); • How workers members of the Committee are elected; • Procedures of the committee determining at least terms of office, frequency of meetings, how decisions are made, criteria for selection of Fairtrade Premium projects, documentation, and which reports should be delivered, what happens to the Committee if company is decertified or dissolved; • Internal regulations, responsibilities, especially who is responsible for finances; • That all decisions on Fairtrade Premium use are approved by the annual general assembly (GA) of all workers; • The delegate system for the GA where applicable; • How the interests of migrant and seasonal/temporary workers are taken into account; • In the case of multi-estates, there is a system for elected delegates to represent each affiliate plantation if a central FPC exists. The terms of reference are approved by the general assembly of workers and made available in appropriate languages to workers.	Decisions should be made through consensus – see explanatory document for guidance.	2.1.0.08	The ToR has complete set of requirements.	RANK 3 AND that the requirements are clearly explained and understandable AND the ToR include a description on how consensus can be reached for decisions.
0	Core Multi estate, Single plantation			2.1.0.9	The ToR is followed.	
0	Core Multi estate, Single plantation			2.1.0.10	In case a central FPC exists, there is a system for elected delegates to represent each affiliate plantation.	
0	Major Multi estate, Single plantation			2.1.0.11	The terms of reference have been approved by the general assembly of workers.	
0	Core Multi estate, Single plantation			2.1.0.12	The terms of reference is displayed in appropriate languages on a notice board accessible to all workers.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Major Multi estate, Single plantation	Fairtrade Standard 2.1.5 A separate Fairtrade Premium account is established and worker representatives from the Fairtrade Premium Committee, and a management representative, are joint signatories.	'Joint signatories' means that at least one representative for the workers and one management representative have to sign jointly. The FPC Terms of Reference can establish further requirements, e.g. 2 workers and 1 manager. It is recommended that the management representative who is a signatory is also an advisor to the FPC. In the cases of multi-estates there may be separate Fairtrade Premium accounts for each local (on-site) FPC or there may be a joint bank account.	2.1.0.13	A separate Fairtrade Premium bank account is established. Both, workers representatives from the FPC and a management representative are joint signatories for the bank account.	There are more than one worker representative among the signatories and the Manager is a member of FPC.
0	Core Multi estate, single plantation	Fairtrade Standard 2.1.6 Fairtrade Premium payments are made directly into the established Fairtrade Premium bank account(s). If under justified circumstances Fairtrade Premium is received by your company, then you transfer it to the Fairtrade Premium account(s) as soon as possible or in justified circumstances within 30 days from the date received. Premium is adequately invoiced in a timely manner, and Premium receipts are monitored by the management representative on the FPC.	A circumstance may be justified if it is preferred by the FPC or if there are legal restrictions to receiving money in a separate bank account for example. It is not justified if it is a matter of convenience to the company or trader	2.1.0.16	Fairtrade Premium has been transferred within the timeline	Fairtrade Premium is transferred immediately as soon as the company receives it AND management informs the FPC regularly on the Fairtrade Premium status.
				2.1.0.17	The management has informed (invoiced, if it is required) the payer of the premium amount, premium account etc. within timelines and monitors Premium receipts.	RANK 3 AND management informs the FPC regularly on the Fairtrade Premium status.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 2.1.7 For multi-estates, the distribution principles of the Fairtrade Premium are transparent and documented in the internal regulations of the local Fairtrade Premium Committees. The distribution of Fairtrade Premium funds may be based on volumes sold or number of workers represented by the local Fairtrade Premium Committee.		2.1.0.19	All affiliate plantations receive their Fairtrade Premium shares BUT some are delayed OR some do not follow all details as defined in the distribution key.	All affiliate plantations receive their Fairtrade Premium shares on time and according to the distribution key agreed AND there is a clear procedure that allows for correct channeling of Fairtrade Premium shares.
1	Core Multi estate, Single plantation	Fairtrade Standard 2.1.8 Upon establishment of the Fairtrade Premium account, your company signs a legally binding agreement with the legal body registered to manage Fairtrade Premium (see 2.1.3) that states that in case your company is decertified or dissolved, the balance of the Fairtrade Premium account is made available to the Fairtrade Premium Committee and is used for the on-going and planned Fairtrade Premium projects or is distributed among the workers within 3 months after decertification or dissolution in accordance with the laws governing the legal body.	None	2.1.0.20	Upon establishment of the Fairtrade Premium account, a legally binding agreement is signed between the company and the legal body registered to manage Fairtrade Premium. The agreement states that in case the company is decertified or dissolved, the balance of the Fairtrade Premium account must be made available to the Fairtrade Premium Committee and must be used for the on-going and planned Fairtrade Premium projects or be distributed among the workers within 3 months after decertification or dissolution in accordance with the laws governing the legal body.	
0	Major Multi estate, Single plantation	Fairtrade Standard 2.1.9 All worker members on the Fairtrade Premium Committee (FPC) are democratically elected by workers. This process is in line with the terms of reference and properly documented. Management advisors are appointed by management.	All workers, regardless of nationality or residency status, including seasonal/temporary and migrant workers, are able to participate in the election of and can be nominated to the FPC. Worker members of the FPC can at any time invite external support (including union representatives) to assist in the election process and in the meetings of the FPC. If migrant or seasonal/temporary workers cannot practically be present for all meetings, then (an) elected permanent worker(s) may be chosen to represent their interests.	2.1.0.21	All worker members on the FPC are democratically elected by workers.	
	Core Multi estate, Single plantation			2.1.0.22	The election process is in line with the ToR and properly documented	RANK 3 AND is carried out in a professional manner with adequate time provided for preparation and is well documented AND an independent observer validates the election process.
				2.1.0.23	Management advisors are appointed in FPC by management.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
3	Development Multi estate, Single plantation	Fairtrade Standard 2.1.10 The composition of the Fairtrade Premium Committee reflects the composition of the workforce, taking into account gender, work areas, community membership, union membership, and where applicable, migrant, temporary/seasonal and subcontracted workers.	With regard to the composition of the FPC, a fair gender representation and fair representation of the different interest groups, for example migrant or temporary workers, is crucial in order to manage the Fairtrade Premium in a way that benefits all workers without discrimination. 'Fair' should be understood to mean proportional, if possible. If seasonal/temporary workers cannot practically be present for meetings, then an elected permanent worker could be chosen to represent their interests.	2.1.0.24	The makeup of the FPC reflects the composition of the workforce.	RANK 3 AND is proportional AND representatives are present for those workers who cannot be present at the meetings e.g. seasonal/temporary/migrant.
0	Core Multi estate, Single plantation	Fairtrade Standard 2.2.2 Your company explains to workers the purpose of the Fairtrade Premium (requirement 2.1.19) and the role of the FPC before the workers are given the opportunity to nominate their worker members for election.	None	2.2.0.03	Your company has explained workers the purpose of the Fairtrade Premium (requirement 2.1.19) and the role of the FPC before the workers are given the opportunity to nominate their worker members for election.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, Single plantation	Fairtrade Standard 2.2.3 Your company provides training for Fairtrade Premium Committee worker members in order to ensure that they can carry out their functions. This training takes place partly during work time and is repeated for each newly elected or appointed representative.	Training for the FPC should start during the pre-certification process if possible, in order to prepare members to work with Fairtrade Premium flow that may be generated soon after certification. Training on participatory project planning and financial management are considered fundamental for carrying out FPC functions properly. Fairtrade producer services teams can provide guidance and training. A help-desk for new FPC members where current and/or former members offer support and training is recommended.	2.2.0.04	Training for Fairtrade Premium Committee worker members is provided in order to ensure that they can carry out their functions.	
0	Core Multi estate, Single plantation			2.2.0.05	This training takes place partly during work time and is repeated for each newly elected or appointed representative.	
3	Development Multi estate, Single plantation			2.2.0.06	Annual training for Fairtrade Premium Committee worker members on participatory project planning and financial management takes place partly during work time.	RANK 3 AND the frequency of the training is more than once a year AND trainings on additional subjects are included for the FPC.

Guidelines for the Trainer

- Materials needed:**
- ☒ Flip-sheets and markers
 - ☐ Copies of the Checklist of requirements (see end of this topic)
- Time needed:** 1.5 to 2 hours
- Preparations:**
- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline
 - ☒ Prepare a flip-sheet with the following text:
 - Premium Committee
 - Elected worker members
 - Appointed advisors from management
 - More workers than advisors
 - Reflecting composition of workforce
 - Formally registered
 - Separate bank account
 - Legally binding agreement with company
 - ☐ Prepare a flip-sheet with the following text:
 - ☐ The Premium Committee should be legally registered. Check where the committee should be registered and as what.
 - ☐ There are some Requirements (2.1.2 and 2.1.7) and Compliance Criteria specifically for multi estates (2.1.0.03, 2.1.0.6 and 2.1.0.19). Make sure to mention them when applicable.

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	2.1.1	Additional	None



Note for the trainer:

The result of this session will be an action plan on how to create a Fairtrade Premium. Make sure to write all action points on flip-sheets, including who will do it, when and any resources needed



Set up – 2-5 minutes

- Attention:** Say that for the next two topics we are going to talk about money, namely requirements related to the Fairtrade Premium.
- Title:** Tell the title of the session: *Setting up a Premium Committee.*
- Objectives:** To understand what the Fairtrade Premium is, the role of the Premium Committee and to develop an action plan on how best to set up a Premium Committee within the company and to ensure that the committee plays the role it should play.
- Benefits:** The Premium Committee is an important body for the management of the Fairtrade Premium. A well-functioning committee will contribute to the benefits workers receive from the premium. In addition, there are several Fairtrade requirements concerning the Premium Committee. Several of these requirements are Core requirements and need to be complied with from the start (in year 0). Understanding these requirements will ensure you can comply with them.
- Direction:** In this session, we will not discuss how the premium can be used; we will do that in the next session.

Delivery

Explanation, Visualisation, Exercise, and Application:

Explaining the premium – 5-10 minutes

1. Ask the following questions to facilitate a discussion to better understand what the Fairtrade Premium is:
 - a. *Who can explain **what** the Fairtrade Premium is?* Collect several answers before giving the response: The Fairtrade Premium is **an extra sum** paid to the company **in addition to the price** for their products. Usually, the premium is 10% of the FOB price. Explain that the premium is transferred to the bank account of the legally registered body/entity owned by all workers as per requirement 2.1.3.
 - b. ***For whom** is the premium? Who can use it: the company, management, workers?* Fairtrade Standards require that the **workers are the sole owners and beneficiaries of the Premium.**
 - c. ***Why** do workers get extra money if products are sold as Fairtrade? What is the purpose of the premium?* The main goal of Fairtrade is to promote sustainable development and to reduce poverty through fairer trade. The premium serves as a tool for socio-economic and environmentally sustainable development and empowerment for the organized workers in the company.
 - d. ***Who decides** how the money is spent?* Workers own the premium and therefore they can decide how to use it.

Applying requirements on setting up a Premium Committee – 45-50 minutes

2. Say that although the premium is owned and managed by workers, management has an **important role to play**, which are stated in several Fairtrade requirements. **Distribute the checklist of requirements** and say that we are going to discuss how we can implement all these requirements.
3. Paste the flip-sheet with the heading "Premium Committee" on the wall so everyone can see it. Say that the first requirement is to **create a Fairtrade Premium Committee** (requirement 2.1.1) to ensure that the decision of how the premium is spent and the management of the premium is done in a **transparent, democratic way**. Read together what is on the flip-sheet.
4. Next discuss in detail **how the committee can be created**. Ask the following questions to guide the discussions. Write any decision or action point on a separate flip-sheet.
 - a. The first step is to **inform workers** about the Fairtrade Premium and the role of the Premium Committee (requirement 2.2.2).
 - *Is it possible to organize one large meeting or are several meetings necessary (for example on different plantations in case of a multi-estate)?*
 - *Who is going to organize the meeting(s)?* Make sure 1 or a group of people is appointed.
 - *Where can the meeting(s) take place?*
 - *When can you organize this meeting?* The committee should be established in year 0 so it should be done before the initial audit.
 - *How will you announce the meeting(s)? When will you announce it?*
 - *What should be the key message?* You should at least explain the purpose of the premium, the role of the Premium Committee, and how and when elections will be organized.
 - *What resources do you need?*
 - b. The Committee should consist of **elected worker members** (requirement 2.1.9) that are **reflecting the composition** of the workforce (requirement 2.1.10).
 - *What type of workers do you have?* Think about gender, work areas, community membership, union membership, and where applicable, migrant, temporary/seasonal and subcontracted workers.
 - *How can they be represented in the Premium Committee? Should they all get a seat in the Committee? How many members would the committee have?*
 - *In case there are migrant or temporary/seasonal: Would it be feasible for them to attend all meetings?* It would be possible for an elected permanent worker to represent their interest.
 - c. The elections should take place during the first General Assembly of the Premium Committee.
 - *Can you organize one large meeting with all workers or, in case there are too many workers, have representatives attend the meeting? In case you are going to work with representatives,*

how many reps can attend the meeting? Look at how many workers one representative would represent.

- *Who is going to organize the meeting(s)?* Make sure 1 or a group of people is appointed.
 - *When can this meeting take place?* There should be some time between the first informative meeting but not too long (maybe 1-2 weeks).
 - *Where can the meeting(s) take place?*
 - *How will you announce the meeting(s)? When will you announce it?*
 - *What resources do you need?*
- d. Another requirement is that **appointed advisors** from management will join the committee (requirement 2.1.1). They will have to attend all meetings and have an advising role but no vote. The committee should have **more workers than advisors** (requirement 2.1.1).
- *Who of the management team would join the committee as advisor?* Agree on who would join. This can be more than one person, especially in the first few years. Over the years, the number of representatives can be reduced.
- e. The committee should be **formally registered** (requirement 2.1.3), have a **separate bank account** (requirement 2.1.5), and a **legally binding agreement** with company (requirement 2.1.8).
- *As what can be committee be registered?* It can be as a community-based organisation, cooperative, etc. (depends on the national legislation). Whatever structure is chosen, it must be able to own property, enter into legal contracts and have a bank account. The FPC is the administrator of this legal body.
 - *Where can the committee be registered?*
 - *Who can assist the committee with its registration?* Agree on who can do this.
 - *Where can the committee open a bank account. Who will assist the committee to do this?*
 - *Who will be the signatories?* Both worker members and management advisors of the committee must be joint signatories of the account e.g. signatories could include the management advisor on the committee, the Chairman of the committee, and one other worker member of the committee.
 - The Fairtrade Premium payments are made directly into the established Fairtrade Premium bank account(s). If under justified circumstances Fairtrade Premium is received by your company, then you transfer it to the Fairtrade Premium account(s) as soon as possible or in justified circumstances within 30 days from the date received. *How can you organize this? Who will be responsible for this?*
 - The Premium is adequately invoiced in a timely manner. *Who will be responsible for this?*
 - *Who will develop the legally binding agreement between the company and the committee?*
 - *What resources do you need for all these activities?*

Applying requirements on functioning of Premium Committee – 30-35 minutes

5. Paste the flip-sheet with the heading **Functioning of Premium Committee** on the wall so everyone can see it. Say that the first step towards a well-functioning committee **is to develop a Terms of Reference** which describes the goal of the committee, the composition (who are the members), how members are elected, procedures, etc. (similar to a constitution of an association). The ToR needs to be **approved** during the first **General Assembly** of the premium committee.
 - a. *Who is going to develop the ToR?* The ToR can be developed by workers representatives with support of management advisors and Fairtrade.
 - b. *When will this be done?* It needs to be done before the first General Assembly meeting.
 - c. The ToR needs to be translated into local languages where necessary so that they are understood by all the members. *In which languages should the ToR be translated? How can you organize this?*
6. You need to provide **training for members of the Premium Committee** to ensure that they can carry out their function. This training takes place partly **during work time** and is repeated for each newly elected or appointed representative.
 - a. *Who can give this training?* The training can be facilitated by a Fairtrade Officer. XX
 - b. *When should the first training take place?* Soon after the first General Assembly meeting.
 - c. *What resources are needed?*
7. Finally ask:
 - a. *Are there any **costs involved** in the functioning of the Premium Committee?* Think about (if applicable) costs for meeting venue, travel of committee members to the meeting venue, maybe accommodation for those coming from far, snacks during meeting, notebooks, photocopies, etc.
 - b. *How much would the budget be per year?*
 - c. *Who will pay for these costs?* The costs can be covered by the Premium.

Finish – 2-5 minutes

Summary: Summarise what the premium is, the role of the committee, and a few requirements concerning the setting up and functioning of the committee.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What is the Fairtrade Premium?*
- *What is the role of the Fairtrade Premium Committee?*
- *What is the role of management with regards to the premium?*

Next step: Look at the action points to be done and get a confirmation from those who need to take action.

Checklist of Requirements

Year 0

2.1.1	C	Create a Fairtrade Premium Committee (FPC) that manages the Premium for workers.	
2.1.3	C	Create and register a legal body to allow the workers to be the sole owners and beneficiaries of the Premium.	
2.1.5	C	Establish a separate Fairtrade Premium account with worker and management representatives as joint signatories.	
2.1.6	C	Ensure all Premium payments are paid directly into the Fairtrade Premium account.	
2.1.8	C	Sign a legally binding agreement with the legal body to ensure the balance of the Premium is used for on-going Premium projects or distributed among workers within 3 months.	
2.1.9	C	Democratically elect workers representatives to the FPC and have management appoint advisors.	
2.2.2	C	Workers understand purpose of Fairtrade Premium and role of the FPC.	
2.2.3	C	Provide initial training for the workers' representatives on the FPC.	

Year 1

2.1.2	C	Multi estates need to provide an overview of the Fairtrade Premium income of the company and how it is distributed as well as the local FPC premium plans.	
2.1.4	C	Create a Terms of Reference for the Fairtrade Premium Committee, have it approved by the general assembly (GA) of workers and follow it.	
2.1.7	C	For multi estates only - ensure that the distribution principles of the Fairtrade Premium are transparent and documented.	

Year 3

2.1.10	D	Ensure that the composition of the FPC reflects the composition of the workforce.	
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Topic 2.2

Managing Fairtrade Premiums

Key Information

The use of the Premium must be planned, and, in accordance with the Fairtrade rules, must take the needs of all workers into account. Approval for the use of the Premium must be done through the general assembly of workers. This means that workers are informed about plans for the use of the Fairtrade Premium and that everybody can give their opinion and vote for what they think should be done with the Fairtrade Premium. The Fairtrade Premium Committee (FPC) must also report on how the activities are going at the general assembly of workers (GA). All accounting and reporting of the Fairtrade Premium money must be available and transparent to all those to whom it belongs, i.e., the workers. The planning and reporting process allows for projects to be monitored and evaluated, measuring their success.

To make certain that the Premium is used to benefit workers, their families and their communities, and to give clear guidance for the FPC, the organization must have procedures and policies stating clearly how the funds may and may not be used according to the standard. Workers may opt to use 20% of their premium for cash disbursement. If workers opt for limited cash disbursement as one of the uses of the Fairtrade Premium, the FPC must seek the advice of the trade union that represent the workers in the workplace to ensure that Premium used in this way would not undermine the collective bargaining position of the workers and the trade unions that represent them.

Decisions should be made through consensus. Consensus is defined as "an opinion or position reached by a group as a whole". Consensus decision making is the process used to generate widespread agreement within a group.

Active participation of management means:

- Attending meetings regularly
- Facilitating but not leading the process
- Guiding, assisting, and supporting the workers by sharing know how, experience and connections
- Not imposing their views
- Supporting workers on the Committee in such a way that they become increasingly competent to manage Premium and so that their reliance on management's support over time decreases.
- Blocking decisions on expenditures only if they would violate Fairtrade rules, are illegal, or have a demonstrable negative structural, financial or social impact on the company.

Ongoing management of the Premium

FPC meetings must be held on a regular basis, during working hours, and minutes must be recorded. The frequency of these meetings will be determined by the amount and frequency of Premium earned (requirement 2.1.11). Information on any Fairtrade sales must be checked against the Premium that has been received and should be recorded in the minutes of these meetings. The minutes will also inform the report to the GA.

All relevant books of the Fairtrade account must be available to both the FPC members (the company workers) and the certification body.

The FPC must also meet regularly, during working hours, with workers to discuss their needs and different project ideas, and the information discussed at these meetings needs to be recorded. It should be from these meetings that the Premium work plan is developed.

The Fairtrade Premium work plan must take into account the needs of all the different groups of workers in the company. The FPC needs to determine the best use of the Premium, and set a reasonable budget based on the expected Premium income. See more guidance in the Explanatory Document for the Fairtrade Premium and Premium Committee.

A description of each project in the work plan should include:

- Purpose and objectives
- Target group(s) (e.g. men-women or all workers, migrant and temporary workers, family members; community)
- Activities
- Roles and responsibilities
- Project budget (total / annual)
- Project start and end date
- How the project will be monitored
- Date of approval of project by GA

If any major projects (as defined by the FPC and agreed in the GA), loans or investments are to be undertaken with Premium funds, then a risk assessment must be carried out for each of these projects respectively to minimize risk. The FPC should be trained so that they are able to carry out simple risk assessments, and should be able to understand more complicated ones. These trainings should be organized by the FPC or management and can be provided by Fairtrade International representatives. See risk assessment example in Annex 2 at the end of this document.

If more complicated risk assessments are required and this is beyond the capacity of the FPC then they can be undertaken by an independent third party. For example, a worker owned producing /processing unit may be considered a large investment and should be analyzed for risk while a loan to the company would be considered high risk, and must be assessed externally.

A general assembly of workers must be held at least once a year.

Premium work plans and budgets must be approved by the GA of workers and a report on the previous Fairtrade Premium and projects (Fairtrade Premium Annual Report) must also be presented. Any discussions and suggestions for change should be recorded and duly adjusted.

It is strongly recommended that an internal audit committee is in-place with internal control mechanisms to verify Premium balances, reporting and uses. For large sums of Premium an external audit is also recommended.

The Fairtrade Premium annual report must include documented information on the following:

- Details on overall Fairtrade Premium income received, expenditures and balance
- A description of each project that is planned, on-going or which has been concluded within the last reporting cycle (see above descriptions)
- Details of actions carried out and if not carried out an explanation
- Timing
- Costs
- Further actions

Fairtrade Premium funds can be used

- To benefit workers, their families and their communities through community projects such as schools, drinking water wells, meeting halls, etc. Community generally refers the people that work for the same company and live in the same general area. This can extend to other areas where family members live and work as well, as long as all workers share this same sense of community.
- For individual disbursements of non-consumable goods such as solar lights, gas cookers, mattresses etc., as long as the goods are accessible to all workers equally. This provision intends to benefit workers who would not normally be able to afford such items and improve their livelihoods.
- Up to 20% of the premium can, per year, be distributed equally amongst workers as a Fairtrade cash bonus. The percentage of cash distribution may be increased to up to 50% of total Premium under exceptional circumstances, such as where there is a majority of migrant workers in the work force that cannot benefit from Premium projects or in case of a natural disaster or other natural occurrence.

Fairtrade Premium funds must not be used for

- Fulfilling legal responsibilities of the company e.g. health and safety requirements, or any other obligations as prescribed under applicable legislation and collective bargaining agreements.
- Replacing already existing social and environmental expenditure of the company.
- Covering the running costs of the company.
- Covering the costs of compliance with Fairtrade standards.
- Any illegal activity that could jeopardize the business or certification of the company.
- Supplementing workers' remuneration.

The Standard allows for the option that a limited amount (up to 20% or in exceptional cases up to 50%) of the Premium can be distributed in cash to all workers. Fairtrade recognizes that workers are fully capable and qualified to determine how their interests are best served by Premium; whether through individual expenditure of a cash portion or through communal projects benefiting all workers. Should workers want to consider cash payment, it is recommended that the FPC make the implications of using Premium for cash clear to workers by:

- calculating the amount workers would receive individually in case of a pay-out;
- suggesting that they compare the potential impact of that individual amount on their livelihoods with the impact of pooling those individual amounts and starting a new project or continuing existing projects.

Source: Explanatory document on Fairtrade Standard for Hired Labour

Best practices on premium management

A farm has a democratically constituted Fairtrade Premium committee (elected workers representatives and appointed management representatives) in place. An approved premium work plan is in place and the Fairtrade Premium is transparently managed. The Fairtrade Officer performs her role as an advisor diligently and even goes beyond her role to ensure that the Fairtrade Premium is spent for the right purpose. For example, for a bursary project she verifies the information on the submitted school structures with school principals. The bank cheques are then written directly to the schools and delivered by the Fairtrade premium committee members. This is a very good practice since bursary projects are common in farms and more often money gets siphoned out of the Fairtrade Premium Committee accounts when verification of documents presented for payment is poorly done.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, Single plantation	Fairtrade Standard 2.1.11 The Fairtrade Premium Committee meets regularly during working hours. Minutes of the meetings are taken.	Frequency of meetings can take place once a month, once every 3 months, or twice a year, depending on amounts and flow of Fairtrade Premium received.	2.1.0.25	The FPC meets regularly	RANK 3 AND a meeting schedule is planned in advance and agreed with management.
				2.0.1.26	Most minutes can be found, even in loose sheets AND the decisions are recorded, even if not fully clear and signed.	All minutes are found in book/file(s) and signed, decisions are recorded with total clarity and annexes are included in the book AND minutes are registered before local authorities and/or notary public OR other situation considered best practise.
0	Core Multi estate, single plantation	Fairtrade Standard 2.1.12 Your company gives information on the current Fairtrade sales to cross check against the Fairtrade Premium received at Fairtrade Premium Committee meetings. This is reflected in the minutes together with the current Fairtrade Premium balance. All relevant books of the Fairtrade Premium account are available to all FPC members and the certification body. Your company can prove that the Fairtrade Premium is used in line with applicable rules (see 2.1.19)	High volume receipts are reported to FPC members without delay in between meetings. FPC members are made aware of commissions or other charges for the use of any bank accounts or trusts. A designated internal auditing committee is a best practice for checking relevant books of the Fairtrade Premium account. More details are provided in the Explanatory Document to this Standard.	2.1.0.27	Information on the Fairtrade sales is provided to the FPC.	RANK 3 AND in cases where higher than volume receipts are reported, it is reported to FPC members without delay in between meetings.
				2.1.0.28	The Fairtrade sales information together with the Fairtrade Premium received and the current Fairtrade Premium balance are reflected in the minutes.	RANK 3 AND the sales and Fairtrade Premium received are clear, understood and cross checked.
				2.1.0.29	The relevant books are made available and are understandable.	RANK 3 AND there is an internal audit committee in place AND the internal audit committee are active in reporting back to the FPC and the workers.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, Single plantation	Fairtrade Standard 2.1.13 Management participates actively and responsibly in the Fairtrade Premium Committee through its advisors and assists and supports the workers in the administration of the Fairtrade Premium. Management advisors to the FPC have a nonvoting advisory role. They have the right to block expenditure that would violate rules for Fairtrade Premium use (2.1.17 and 2.1.19), if proposed Fairtrade Premium use is illegal, fraudulent or if it has a demonstrable negative structural, financial or social impact on the company.	Active and responsible participation of management means: • The management selects the advisors for the FPC; • Management FPC advisors attend the meetings regularly; • Management FPC advisors should facilitate but not lead the process and guide, assist, and support the workers, by sharing their know-how, experience and connections without imposing their views; • Management FPC advisors can monitor risks of favouritism and fraud and address any problems together with Fairtrade producer support. Examples of favouritism and fraud (deception intended for personal gain) include: special rewards for FPC members, project bids that are prearranged, wasteful or not cost-effective, projects that benefit one group over others, favouritism for project selection	2.1.0.30	The management representatives in the FPC are regularly present in meetings and assist and support the workers in the administration of the Fairtrade Premium without leading the process and without imposing their views.	RANK 3 AND the Management advisors demonstrate that while they facilitate, they do not lead the process AND management advisors proactively share their experience, knowledge and connections and monitoring risks of favouritism and fraud.
				2.1.0.31	There is evidence that management has not voted in the Fairtrade Premium plan approval.	RANK 3 AND this is clearly stated in the meeting minutes AND this is clearly mentioned in the FPC ToR.
				2.1.0.32	(Only applicable in case there is clear indication that the management has blocked Fairtrade Premium expenditure) Evidence is available that Fairtrade Premium use was blocked by management advisors because the use was illegal, fraudulent, or it had negative structural, financial or social impact on the company.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
3	Development Multi estate, single plantation	Fairtrade Standard 2.1.14 The Fairtrade Premium Committee meets and consults with the workers to understand workers' needs and to discuss project ideas regularly. These information and consultation meetings are held during working hours and according to a meeting schedule previously approved by the management, but do not necessarily have to be held during a general assembly of all workers. The results of these meetings are recorded.	The needs of all types of workers are to be considered. In the case of migrant and temporary workers, a needs assessment of their home community should be considered to determine how best they can benefit from the Fairtrade Premium.	2.1.0.33	Meetings are held regularly during working hours according to an approved plan.	RANK 3 AND the meeting plan ensures that all workers e.g. seasonal, migrant, are included in the consultation s and discussion s i.e. at different times of the year AND meetings are planned so that they are able to effectively capture and understand the needs of all categories of workers.
				2.1.0.34	Most minutes can be found, even in loose sheets AND the decisions are recorded, even if not fully clear and signed.	All minutes are found in book/file(s) and signed, decisions are recorded with total clarity and annexes are included in the book AND minutes are registered before local authorities and/or notary public OR other situation considered best practise.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 2.1.15 The Fairtrade Premium Committee, as a result of the consultation with workers, prepares a yearly Fairtrade Premium plan that takes into account the needs of all the various groups of workers. The Fairtrade Premium plan contains a reasonable budget based on expected Fairtrade Premium income, which sets priorities for Fairtrade Premium use. In the course of the year the plan is adjusted if the Fairtrade Premium earnings are higher/lower than expected. The description of each project includes: • Purpose and objectives; • Target group(s)/beneficiaries (e.g. men, women or all workers, migrant and temporary workers, family members; community); • Activities: • Roles and responsibilities: • Project budget (total / annual); • Project start and end date; • How the project will be monitored; • Date of approval of project by GA.	The needs of all groups (e.g. including migrant and seasonal/temporary workers, women and men etc.) should be taken into account as far as possible, and the Fairtrade Premium Committee determines the best use for the Fairtrade Premium. Tools to select projects can include needs assessments, setting of priorities, feasibility studies and cost analysis. Further guidance can be found in the Explanatory Document to this Standard for the FPC.	2.1.0.35	A yearly Fairtrade Premium Plan is prepared after consultation with workers.	RANK 3 AND tools have clearly been used to develop the Plan e.g. needs assessment, feasibility studies, cost analysis.
				2.1.0.36	The needs of all the various groups of workers are taken into account.	RANK 3 AND a clear consultation process is available that demonstrates that all groups of workers have been consulted.
				2.1.0.37	Budgets are there for all the projects in the Plan and are reasonably close to expected Fairtrade Premium Income and priorities have been set.	RANK 3 AND priorities or the Fairtrade Premium use have been set in accordance with the most prevalent needs of the workers.
				2.1.0.38	The adjustment is appropriately done to reflect the change in Fairtrade Premium earning.	
				2.1.0.39	The project descriptions in the FPP include all the specified criteria.	The project descriptions are clear and concise and easy to understand.
1	Major Multi estate, single plantation	Fairtrade Standard 2.1.16 Your company ensures that the Fairtrade Premium Committee leads a general assembly (GA) of all workers at least once a year. The purpose of the GA is to report on (see 2.1.18) and democratically approve the Fairtrade Premium plan (2.1.15).	It is possible that the Fairtrade Premium Plan may need to be changed in between GA meetings. This might be necessary in situations where, for example, more or less Fairtrade Premium money was received than planned, or where members or the community are affected by an unexpected event and workers wish to respond. If this happens, the FPC will need to document the decisions to make the changes, and explain the changes and get ratification from the GA of workers retrospectively. The GA should be held during the time of year when the majority of the workforce is present. A delegate system can be put in place where appropriate to ensure representation of all workers in the case of a large workforce, as defined in the terms of reference of the FPC (see 2.1.4).	21.0.40	The annual General Assembly took place (even if not recorded/poorly called or recorded) OR postponed for understandable reasons.	The annual General Assemblies took place fully in line with the ToR AND the General Assembly is given plenty of time to discuss all matters.
21.0.41	The Fairtrade Premium Plan is democratically approved by the General Assembly of workers.			RANK 3 AND sufficient time is allotted for discussion on each agenda.		
21.0.42	The Fairtrade Premium Report (2.1.18) is presented at the General Assembly of workers.					
21.0.43	Most minutes can be found, even in loose sheets AND the decisions are recorded, even if not fully clear and signed.			All minutes are found in book/file(s) and signed, decisions are recorded with total clarity and annexes are included in the book AND minutes are registered before local authorities and/or notary public OR other situation considered best practise.		

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 2.1.17 The Fairtrade Premium Committee administers the premium funds responsibly. There is no evidence of favouritism and fraud in the management of the Fairtrade Premium. A risk assessment is undertaken for all major projects and reported on at the GA. Major projects include: any cash distribution of Premium; any loan to management any investment that is more than 50% of total annual Premium income or exceeds 15,000 EUR (or equivalent in local currency), whichever is lower. Such loans and investments are to be carried out with all necessary formalities and guarantees.	The explanatory document to this standard provides sample guidance on how to carry out simple risk assessments. Training on risk assessments is also recommended and may be provided by Fairtrade International representatives or by a 3rd party at the request of the FPC or management. Risk assessments may need to be undertaken by an independent third party if the FPC does not have the qualifications to do so and can be arranged by the management at the request of the FPC.	2.1.0.44	The risk assessment is done as per the minimum requirement set in the FPC explanatory document AND includes all major project and Fairtrade Premium cash distribution.	RANK 3 AND independent third party have been used to undertake the risk assessment.
				2.1.0.45	All loans and investments are carried out with all necessary formalities and guarantees.	
0	Major Multi estate, single plantation			2.1.0.49		
1	Core Multi estate, single plantation	Fairtrade Standard 2.1.18 The Fairtrade Premium Committee monitors and reports annually on the activities carried out with Fairtrade Premium money and on the progress of existing projects to the general assembly of workers. The report is documented and includes at least the following information: • Details on overall Fairtrade Premium income received, expenditures and balance; • A description of each project that is planned, on-going, concluded within the last reporting cycle; • Were the activities carried out, yes or no? If not, why? • When were they carried out? • At what cost? • Was the objective achieved or are any further actions needed?	The intention of this requirement is that the FPC is accountable to the workers on the Fairtrade Premium plan, and the success of the plan can be evaluated. The report should be compiled based on the regular monitoring and evaluation of the Fairtrade Premium projects.	2.1.0.46	The annual report includes all the required details.	The report is able to demonstrate that the FPC are monitoring the projects on a regular basis AND the report goes beyond the required details and is a comprehensive document with detailed information on projects and their implementation, including photos.
1	Major Multi estate, single plantation			2.1.0.48	Any system that allows tracking income and expenditure and identify Fairtrade Premium but unintentional mistakes <1% found.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 2.1.19 The Fairtrade Premium benefits workers, their families and their communities through Fairtrade Premium projects that address their needs and preferences as decided and adequately justified by workers. The Fairtrade Premium is not used: • To meet any expenditure for which the company is legally responsible (e.g. health and safety requirements); • To replace existing social and environmental expenditures of the company • To cover the running costs of the company; • For costs of compliance with the requirements of this Standard or associated Fairtrade product Standards unless stated differently; • To be involved in any activity which is illegal, fraudulent, could jeopardize the business or certification of the company or have a demonstrable negative structural, financial or social impact on the company; • As salary supplements to individual workers.	Projects that involve individual disbursements of non-consumable goods are allowable when these are accessible to all workers equally. These are not payments to workers that can be seen as salary supplements.	2.1.0.47		The Fairtrade Premium benefits workers, their families and their communities.
0	Major Multi estate, single plantation			2.1.0.50		The Fairtrade Premium is not used for any of the activities mentioned in requirement 2.1.19.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 2.1.20 If workers so choose, up to 20%, and in exceptional circumstances up to 50%, of Fairtrade Premium money per year can be distributed equitably amongst all workers in cash as a Fairtrade bonus. In the case that workers choose the option to distribute some Fairtrade Premium money in cash to workers, the Fairtrade Premium Committee consults with trade union/workers' representatives to ensure that the collective bargaining process is not undermined.	As with all Fairtrade Premium expenditures, cash distribution must satisfy requirement 2.1.19, be presented in the Fairtrade Premium plan (2.1.15), be democratically approved in a general assembly of workers (2.1.16), and be allowable under national legislation. Cash distribution is considered a major project and requires a risk assessment to be presented at the GA (2.1.17). The intention of the 20% limitation is to prevent that Fairtrade Premium is used to supplement regular wages, which can potentially undermine collective bargaining processes. The percentage of cash distribution may be increased to up to 50% of total Fairtrade Premium <u>under exceptional circumstances only</u> , such as where there is a majority of migrant workers in the work force that cannot benefit from Fairtrade Premium projects or in case of an emergency situation or other exceptional situation. In these cases exception requests are submitted to and approved by the certification body before any additional cash distribution can take place. The FPC may already include trade union/elected workers' representatives involved in the bargaining process and therefore may not need to consult outside the Fairtrade Premium Committee. Equitable distribution means that any cash distribution made should be done at least in accordance to time worked. It is recommended, but not obligatory to consider distributing cash on a needs basis, supporting those who have less security and higher needs. Cash disbursement of Premium money to temporary and seasonal workers is at least proportionate to the days worked in the year the Premium was received.	2.1.0.51	(Only applicable where Fairtrade Premium has been or will be distributed in cash) Cash is distributed equitably amongst all workers as a Fairtrade bonus.	
				2.1.0.52	(Only applicable where Fairtrade Premium has been or will be distributed in cash) The cash distributed is not more than 20% of the Fairtrade Premium received during the previous year (the year should be defined by the FPC in advance).	
				2.1.0.53	(Only applicable where Fairtrade Premium has been or will be distributed in cash) The FPC has consulted with the trade union/workers' representatives to ensure that the collective bargaining process is not undermined.	
				2.1.0.54	In case more than 20% of the Fairtrade Premium is distributed in cash, an exception has been granted by FLOCERT prior to distribution.	
1	Core Multi estate, single plantation	FLOCERT criteria (Only applicable if Fairtrade Premium receipts were above 30,000 EURO/USD (premium currency) in the last financial year) You contract a financial audit company to audit your FPC accounts based on the use decided in the General Assembly.	None	2.1.0.79	You contract a financial audit company to audit your FPC accounts based on the use decided in the General Assembly.	

Guidelines for the Trainer

Materials needed:

- ☒ Flip-sheets and markers
- ☐ Copies of the checklist of requirements for every participant
- ☐ Copies of the case studies (see at the end of this topic). Do NOT include the corrective measures in the copy.

Time needed: 1.5 to 2 hours

Preparations: ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria and all steps of this guideline

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	2.1.2	Additional	None
Fresh fruits	2.1.1	Additional	2.1.0.76
Tea	2.1.1	Additional	2.1.0.77
	2.1.2	Additional	2.1.0.78
	2.1.3	Additional	None



Note for the trainer:

The result of this session will be an action plan on how to create a Fairtrade Premium. Make sure to write all action points on flip-sheets, including who will do it, when and any resources needed.



Set up – 2-5 minutes

- Attention:** Say that in the previous session we have seen how to create a Premium Committee. Although the premiums are owned by workers and workers mainly manage the Premium Committee, management has a role to play. In addition, there are several requirements concerning the functioning of the committee and management of premiums.
- Title:** Tell the title of the session: *Functioning of Committee and managing Fairtrade Premiums.*
- Objectives:** To discuss how you can assist the Premium Committee in functioning and managing the premiums according to the Fairtrade requirements. We will discuss in detail meetings, how the premiums can be used and cannot be used, the Fairtrade Premium Plan, monitoring and reporting.
- Benefits:** By assisting the committee to comply with the requirements, you can reduce the risk of non-compliance. In addition, if premiums are well used and managed, it can help to improve the lives of your workers, which will also benefit your company.

Direction: We will not discuss.

Delivery

Explanation, Visualisation, Exercise, and Application:

Applying requirements on meetings, information and Fairtrade Premium Plan – 15-20 minutes

1. **Distribute** the checklist of requirements. We will start with the **requirements** with regards to **meetings**. You will mention all requirements we will discuss how to ensure compliance. Ask the following questions.
 - a. Mention that the Premium Committee should **meet regularly** (maybe once a month or every quarter) during working hours (requirement 2.1.11). *How often should the committee in your company meet?* Meeting should be agreed from farm to farm. The frequency should be described in the constitution or ToR of the committee.
 - b. **Minutes** of all meetings should be taken (requirement 2.1.11). *Who should take these minutes? Can it be someone from the committee (do they have the capacity) or can it be someone from the admin staff of the company?*
 - c. Management must **participate actively** in the meetings (requirement 2.1.13). This can be done

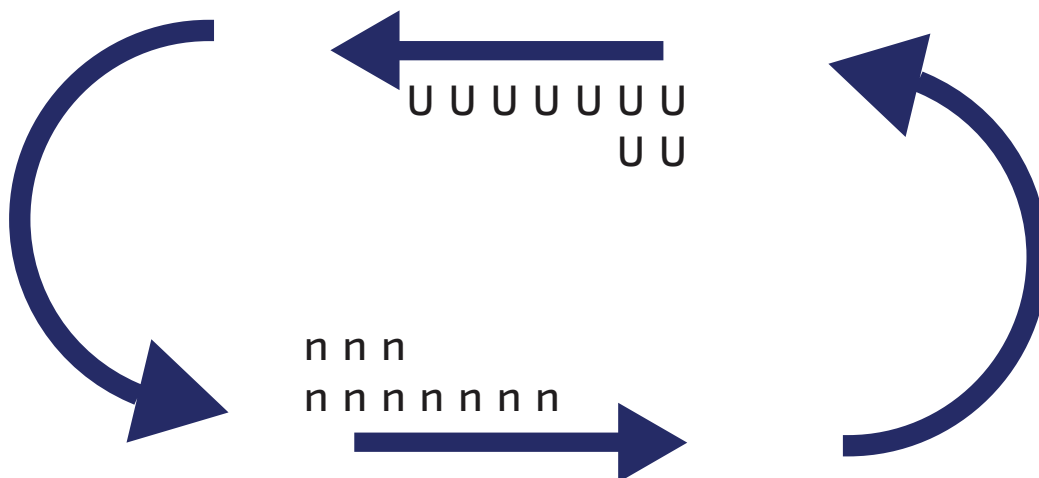
through the management advisors. Confirm who these advisors are (this was decided in session 2.1). Add that advisors do not have voting right.

- d. The advisors can **facilitate but not lead** (requirement 2.1.13). *What does that mean?* Collect different views. It means that you can ask questions, give examples, sharing experiences but not impose your view.
 - e. *What would you do if during the meeting you see that the committee is going to take the "wrong" decision? Can you intervene?* Also here, collect different views. According to the Fairtrade requirements (2.1.13), advisors have "the right to block expenditure that would violate rules for Fairtrade Premium use, if proposed Fairtrade Premium use is **illegal, fraudulent** or if it has a demonstrable **negative** structural, financial or social **impact** on the company". If that is not the case, you are not allowed to influence the decision.
2. To ensure that the Premium Committee knows how much the premium is and how it is calculated, the company **must give information on current Fairtrade sales**. These sales need to be **cross checked** against the Fairtrade Premium received during Fairtrade Premium Committee meetings.
- a. *Who can prepare this information?* Agree on who will be responsible for this.
 - b. *How can we ensure that committee members understand this information?* The information should be presented in an easy-to-understand format and during the initial training of committee members, it should be explained how to interpret the data.
3. The Premium Committee will decide how to use the premium. This needs to be described in the **Fairtrade Premium Plan** (requirement 2.1.15) that needs to be developed every year. The plan will list projects and should describe for each project the objectives, who will benefit, activities, a budget, etc. (see key information).
- a. The plan needs to be developed based on the **needs** of workers. *How does the committee know what the needs of workers are?* The committee will consist of representatives of different types of workers. The representatives can consult with workers they represent. Or the committee can organize **consultation meetings** (requirement 2.1.14).
 - b. Writing a plan might be challenging for the committee, especially in the first few years. *Who in the company could assist the committee with this?* It could be the company advisors but also someone else.
 - c. For every **large project** (any cash distribution of Premium; any loan to management; any investment that is more than 50% of total annual Premium income or exceeds 15,000 EUR), a risk assessment needs to be done which is included in the plan (requirement 2.1.17). *Who in the company could assist the committee with a risk assessment?*

- d. Add that the plan needs to be **approved** during the yearly General Assembly (requirement 2.1.16).

Bicycle chain (brainstorm) on types of projects – 15-20 minutes

4. The use of the premium is **restricted** and can only be used to “benefit workers, their families and their communities through Fairtrade Premium projects that address their needs and preferences” (requirement 2.1.19). **Do a bicycle chain:**
 - a. Let participants form **two lines** where the people of the two lines face each other (meaning everyone is facing the person opposite them in the other line). In case you have an odd number of participants, the last person of the line with one person less, is facing the last 2 people in the opposite line.
 - b. Everyone should **discuss with the person opposite them what type of project workers could do with the premium**. Let everyone discuss for a few minutes while you walk around (try to catch some of the conversations).
 - c. If you notice that the chatter is becoming less (meaning: people have nothing more to discuss), you tell everyone to look where the person on their right side is standing. Then tell everyone **to move to that spot**. The persons at the end of each line will move to the position of the person that was standing opposite them. **The two lines will move as a bicycle chain.**



- d. Now everyone will face another person. Again, they should discuss possible projects.
- e. After a few minutes, let the group rotate and discuss for a last time their strengths with the person opposite them.
5. After a few minutes, ask everyone to **stop their discussions** and pay attention to you. Ask if anyone would like **to share** what type of projects they have heard from other people (meaning: they should not share what their own ideas are but rather ideas of others). **Let a few people share** what they have heard. Ask for each idea:
 - a. *Will it benefit workers, their families and/or the communities?*
 - b. *Will every worker benefit or only a few?*
 - c. *Do you think it is a need of workers?*
 - d. *Would it be feasible to implement?*
 - e. *Can the workers implement the project or would they need support?*

You can give a few **examples** of successful projects implemented in other companies (see key information for ideas).

6. Add some additional information:

- a. How premiums **cannot be used** (see key information).
- b. If workers so choose, up to 20%, and in exceptional circumstances up to 50%, of Fairtrade Premium money per year can be **distributed** equitably amongst all workers **in cash** as a Fairtrade bonus.

Case studies on Premium management – 40-45 minutes

7. **Discuss case study 1 on Premium management** (see at the end of this topic).

- a. Provide the background of the case study: A flower farm has a delegate system of 219 workers as explained by the Fairtrade Premium Committee (FPC) but the system is not documented in the Terms of Reference (ToR) (2.1.0.22). These delegates should elect the FPC. However, majority of workers interviewed reported that they did not participate in the initial election to elect the 219 delegates from 1,200 workers on the whole farm (2.1.0.21). It is reported that the management selected the workers (delegates) from each section. Secondly the chairman of the FPC is one of the management representatives (HR Manager), who hence leads the process. (2.1.0.30).
- b. *Ask: Who can provide a possible corrective measure that can be implemented to ensure the farm/plantation gets certified?* Collect several answers. In case someone provides an answer that will not solve the problem, explain why the suggested measure will not work.
- c. Provide the suggested corrective measure as provided in the case study.

8. Continue with **case study 2 on Premium management** (see at the end of this topic).

- a. Split the group into **7 sub-groups**.
- b. **Provide the background** of the case study: A flower farm in Africa has a democratically elected Fairtrade Premium Committee (FPC) and an approved work plan including budget. However, during the audit a few issues are identified.
- c. **Allocate 1 issue to each of the groups**. The groups should carefully read the issue allocated to them and formulate corrective measures to ensure that the flower farm can remain certified,
- d. Let the groups work for a few minutes.

9. **Discuss the results:**

- a. Read out loud the first non-conformity mentioned in the case study.
- b. Ask the group who discussed this non-conformity to share their corrective measures.
- c. Ask other groups if they agree with this corrective measure. If not, what do they propose?
- d. Provide the suggested corrective measure as provided in the case study.
- e. Continue with the next non-conformity. Discuss all non-conformity.

Applying requirements on monitoring and reporting – 5-10 minutes

10. When projects are implemented, progress needs to be **monitored** and progress should be **reported** every year (requirement 2.1.18). Ask:
- a. *Why is it important for Fairtrade that progress is monitored?* The intention of this requirement is that the committee is accountable to the workers on the Fairtrade Premium plan, and the success of the plan can be evaluated.
 - b. *How can the committee monitor progress?* They can set indicators that can be checked regularly.
 - c. *Who in the company can assist the committee with monitoring progress?*
 - d. Add that in the Fairtrade Standard, details provided on how the committee should report on progress.

Finish – 2-5 minutes

Summary: Repeat the most important requirements (those for year 0).

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What is the Fairtrade Premium Plan?*
- *What type of information is in the plan?*
- *What type of projects can the committee implement with the Fairtrade Premium?*
- *How can the premium not be used?*

Next step: Look at the action points to be done and get a confirmation from those who need to take action.

Case Study 1 on Premium Management

On a flower farm is a delegate system of 219 workers as explained by the Fairtrade Premium Committee (FPC), but the system is not documented in the Terms of Reference (ToR) (CC 2.1.0.22). These delegates should elect the FPC. However, the majority of workers interviewed reported that they did not participate in the initial election to elect the 219 delegates from 1,200 workers on the whole farm (CC 2.1.0.21). It is reported that the management selected the workers (delegates) from each section. Secondly, the chairman of the FPC is one of the management representatives (HR Manager), who leads the process. (CC 2.1.0.30).

Provide the possible corrective measures that can be implemented to ensure the farm/plantation gets certified.

Possible Corrective measures suggested

- The delegate system will be documented in the Terms of Reference (ToR).
- The meeting with all workers (General Assembly) will be held in the presence of the labour union who will coordinate the election of the delegates and meeting minutes will be recorded and signed.
- The Fairtrade Premium Committee will elect another chairman from the workers representatives within the FPC. The new chairman will be trained to be able to perform his duties.

Case Study 2 on Premium Management

A flower farm in Africa has a democratically elected Fairtrade Premium Committee (FPC) and an approved work plan including budget. But the following non-conformities were identified during the audit.

1. The FPC has mandated the Human Resource department to make deductions from workers' salaries for the home improvement project. Workers are deducted for items that were purchased with the Fairtrade Premium. However, the premium remittance to the FPC account by the management is sometimes delayed. For instance, deductions done in March to July 2015 were paid to the FPC in August 2015 (CC 2.1.0.16).
2. Loans and investments are not carried out with all necessary formalities and guarantees (CC 2.1.0.45)
 - repayments for loans made from premium exceed the permissible maximum deduction for a loan, as determined by National Legislation, resulting in a non-conformity with CC 3.5.0.03 under the section 4.4 Conditions of Employment. As this is a major CC, it could jeopardise the customer's certification (CC 2.1.0.50)
3. Information on Fairtrade sales is not provided to the FPC neither is it an agenda point in the FPC minutes (CC 2.1.0.27 and CC 2.1.0.28)
4. The home improvement project was not comprehensively discussed and minuted during the general assembly. The auditor was informed the issue was going to be discussed by the FPC and later discussed with the other workers. Most of the workers interviewed however reported that they would have wished for that project rather than the school fees bursary project since not all of them have school going children that would benefit from this project. The minutes did not reflect the percentage of workers that preferred the home improvement project vis-à-vis the bursary project for transparency purposes (CC 2.1.0.43).

5. The Premium annual report presented to workers did not report all the projects undertaken, the special group's project was missing (CC 2.1.0.46).
6. The schedule for monthly deductions from workers' salaries is supposed to be prepared by the FPC and remitted to the human resource department every month. However, the deductions were not done in August & Sept 2015 as well as February 2016. The FPC reported that they presented the summaries for August and Sept but the payroll office denied ever receiving the summaries. It's hence not possible to determine why deductions were not made. Workers complained that they do not receive statements of deductions for the home improvement projects. Therefore, they do not know how much money they have paid and the balances hence citing lack of transparency from the FPC. (CC 2.1.0.48).
7. During the last annual general a decision was passed that managers and their assistant would be given a chance to benefit from premium project. The aforementioned middle level managers benefit from projects such as bursaries and home improvement projects. (CC 2.1.0.49).

Possible Corrective Measures Suggested

1. The company commits that going forward salary deductions on home improvements on behalf of the FPC will be remitted consistently on a timely basis (CC 2.1.0.16).
2. The company undertakes to reduce the maximum loan amount and extend the repayment terms in order to comply with the requirements of National Legislation regarding permissible deductions for loans. (CC 2.1.0.45, CC 2.1.0.50 and CC 3.5.0.03)
3. The management commits to ensure that the FPC is furnished with Fairtrade sales and Fairtrade Premium remittance details to enable them consolidate the information during the FPC meetings. The same information shall be shared in subsequent meetings and minuted appropriately (CC 2.1.0.27 and CC 2.1.0.28).
4. The FPC shall ensure that in future all general assembly minutes are accompanied by register of attendance. (2). Trainings shall be conducted on project selection and implementation to both FPC and workers. The FPC secretary shall be trained on how to document minutes to reflect the actual proceedings during meetings (CC 2.1.0.43).
5. The Fairtrade premium report will be reviewed to accommodate the details of the special group's project and presented to the general assembly for ratification (CC 2.1.0.46).
6. A communication policy has been developed between management and FPC on the movement of the deduction / remittance schedule. The FPC to review their TORs to include the frequency and the manner of issuance of the statements on deductions pertaining to home improvement projects. (CC 2.1.0.48)
7. Management commits to advise the FPC on the company organogram as to who is eligible to benefit from the premium. From the advice to the FPC, they will have clear understanding of the eligible persons. The management further commits that management will not benefit from the premium projects (CC 2.1.0.49).

Checklist of Requirements

Year 0

2.1.11	C	Ensure that the Fairtrade Premium Committee (FPC) meet regularly during working hours.	☐
2.1.13	C	Management must participate actively and responsibly in the FPC as a non-voting advisor.	☐
2.1.12	C	Provide information on current Fairtrade sales, cross checked against Premium received and minute in FPC meetings. Make all relevant Premium accounting books available to FPC members and the certification body.	☐
2.1.19	C	Ensure that Premium is used, according to the Fairtrade rules, to benefit workers, their families and communities.	☐
2.1.20	C	If workers choose, up to 20% of the Premium can be distributed as a Fairtrade cash bonus. If this is the case the FPC must consult with the workers' representatives. Note: exceptional circumstances can raise the limit to 50%.	☐

Year 1

2.1.15	C	Prepare a Fairtrade Premium plan based on consultations with workers, taking into account the needs of different groups of workers. From this prepare a budget based on expected Premium income, setting priorities.	☐
2.1.16	C	Ensure that the FPC leads a general assembly (GA) at least once a year to approve the Fairtrade Premium plan.	☐
2.1.17	C	Administer Premium funds responsibly. Undertake risk assessments for all major Premium projects, loans and investments.	☐
2.1.18	C	Ensure that the FPC monitors activities and presents a documented annual report on Fairtrade Premium activities to the general assembly of workers.	☐

Year 3

2.1.14	D	Ensure that the FPC understands the workers needs by meeting and consulting with them on a regular basis, during working hours, to discuss and record project ideas.	☐
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Topic 2.3

Building Capacity and Empowering Workers

Key Information

Fairtrade is intended to bring empowerment and development directly to workers employed by the company, including permanent, migrant, seasonal and temporary workers, their families and the communities they live in. Benefits from participation in Fairtrade include improved salaries, better working conditions and community services.

Capacity building, in terms of training on Fairtrade, ensures that workers at all levels within the company are aware of the benefits of Fairtrade and of the commitment that is required by the whole company to engage in Fairtrade.

Capacity building at all levels, capacity building start with secondary schools, starting with Primary school children, is important to the Fairtrade system, allowing all workers and their families and communities to strengthen their individual skills, competencies and capability and to ultimately have the ability to invest in their own empowerment.

Finally, workers do not only need their rights to be protected from infringements; they also need to have the confidence and abilities to use their rights.

You should provide education and training opportunities for workers and staff, from all groups in the company, to build their capacity and empower them, and to eliminate barriers for employment and promotions for disadvantaged or minority groups such as women, persons with disabilities, and members of visible minorities. Trainings can be provided by Fairtrade producer support or other relevant organizations, as appropriate, and all training activities should be adequately recorded including topics, date and time, duration and names of trainer and trainees.

In particular, trainings should cover:

3. Specialised training, by year three, on **labour legislation and negotiating skills** provided for the elected workers' representatives either by the trade union or another relevant organization.
4. **Awareness about Fairtrade** to ensure all levels in the company understands the commitment e.g., senior management, supervisors, and general workers including migrant and seasonal/temporary workers. In particular all levels should be made aware of the following:
 - Workers' rights and duties (the local point of contact can be used to support this training, see page 29 for more details on the point of contact).
 - The purpose and benefits of the Fairtrade Premium.
 - The different functions, duties and positions of the Fairtrade Premium Committee and elected worker representatives. (This should be explained before the workers are given the opportunity to nominate their worker representatives for election).

5. Opportunities for workers and staff, whenever feasible, to **develop their skills and qualifications** in general, focusing on improving the position of all groups in the workforce. For example, partnering with the Premium Committee to provide leadership training or a driving school.
6. Special attention to **empower women** through adequate training, capacity building, guidance, encouragement and assistance as necessary. Particularly in male dominated communities, women can benefit from a dedicated space to discuss their needs and challenges. Supporting the establishment and operation of a gender committee or women's group is strongly recommended. The trade union could also be asked to set these up as sub-committees with resources provided by the employer. It is best practice that a female member of the management team leads on awareness raising on women's issues in the workplace.
7. Activities to achieve **equity** (fairness or justice in the way people are treated) in the workplace, which could include; education and professional training for disadvantaged or minority groups, in order to qualify them to take up more advanced positions, and policies and practices to ensure that barriers are eliminated; leading to appropriate representation of all groups in the workforce at all levels.

In addition to trainings provided to the workforce, Fairtrade also requires the company to take on the responsibility to ensure that workers children have access to better education. To do this the company must:

- Ensure that the children of all permanent resident workers have **access to primary school** i.e., qualified teachers on site or transportation that enables children to reach schools provided by the government. The distance to school must not put children at risk of protection and safety.
- Implement measures to **improve education** of all workers' children including those of non-permanent resident workers.
- Ensure that support is given for **crèche facilities** for workers' children either within the company premises or outside.

Source: Explanatory document on Fairtrade Standard for Hired Labour

Background Information

When someone is empowered, they have the ability to accomplish something — and they know it, giving them the confidence needed to succeed. Employee empowerment refers to the manner in which companies provide their employees with anything and everything they need to succeed. This involves far more than simple resource allocation, however.

Companies that are interested in empowering employees should act on the following:

- Give employees a voice by regularly soliciting and acting on their feedback.
- Provide opportunities for employees to grow through more autonomy, additional responsibilities, or even an entirely new role.
- Recognize employees frequently to increase their engagement and confidence in their own abilities.
- And, of course, provide employees with the tools, training, and authority they need to excel.

The benefits of employee empowerment

Employee empowerment can instil greater trust in leadership, encourage employee motivation, lead to greater creativity, and improve employee retention — all of which ultimately results in a better bottom line.

Motivated employees

Empowering employees through greater autonomy has been directly linked to increased employee motivation. Experts agree that employees who have more control over how, when, and where they do their job will work harder and find their work more engaging. And given the chance to show off what they can do, employees will put their best foot forward and feel more satisfied at the end of the day.

Greater trust in leadership

Leaders who empower their employees are more likely to be trusted by their subordinates compared to leaders who do not empower their employees. This is not to say that empowering employees involves pushing work onto underlings that managers don't feel like doing themselves. Leaders who empower their employees act as coaches, pushing their employees to do their best work and supporting them along the way. Empowered employees felt that their leaders would not take advantage of their hard work — instead, they would recognize and celebrate their wins.

Improved creativity

Leaders who were perceived as empowering had direct reports who were more likely to be rated by their colleagues as being highly creative. Unsurprisingly, subordinates who allowed their employees to think for themselves and collaborate across teams generated more novel ideas. Not only that, direct reports who felt empowered were more likely to volunteer for extra assignments and support their organizations outside of their day-to-day job function. Psychologists suspected that empowered individuals were more committed to meaningful goals, and used their creativity to achieve them.

A stronger bottom line

At the end of the day, companies that promote employee empowerment are simply performing better than those that don't.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 2.2.1 Your company raises awareness about Fairtrade at all levels to ensure that workers understand the benefits of Fairtrade, in particular: - The benefits of the Fairtrade Premium; - The different functions, duties and positions of the Fairtrade Premium Committee, other Fairtrade related committees, and trade union/ elected worker representatives. Your company ensures that the management at all levels, including supervisors, understands the implications of Fairtrade for the company's operations (e.g. time needed for meetings during working hours).	'All levels' includes senior and middle management, supervisors, workers including migrant and temporary workers and their representatives (e.g. unions, committees). Management and supervisors that have been recruited from outside the company have to be specifically trained in Fairtrade upon their employment. The local point of contact can support training on workers' rights and duties (see 3.4.2).	2.2.0.01	All levels of the company know and understand the Fairtrade concept AND its implications for the company's operations.	RANK 3 AND it is integrated into company procedures.
				2.2.0.02	Awareness raising has been carried out regularly AND the majority of workers understand Fairtrade benefits and structures.	All levels within the company are clearly aware.
3	Development Multi estate, single plantation	Fairtrade Standard 2.2.4 Trade union/elected worker representatives are trained on labour legislation and negotiation skills. Training takes place during working hours and on an annual basis. Your company records all training activities. Records include information on topics, time, duration, names of attendees and trainers.	Training for workers is essential in order to achieve empowerment. Training can be provided by trade unions, Fairtrade International or other relevant external organizations.	2.2.0.07	Annual training for elected worker representatives on labour legislation and negotiation skills takes place during working hours.	RANK 3 AND the frequency of the training is more than one in one year AND training is provided by Fairtrade International or other relevant external organizations such as trade unions.
				2.2.0.08	Annual records of information on topics, time, duration, names of attendees and trainers for all training activities are available.	
3	Development Multi estate, single plantation	Fairtrade Standard 2.2.5 Your company provides opportunities to workers and staff to develop their skills and qualifications whenever feasible.	Trainings and other employee development programmes should focus on improving the position of all groups in the workforce.	2.2.0.09	The company has provided opportunities to workers and staff to develop their skills and qualifications.	RANK 3 AND there is a policy in place to address the development of skills and qualification AND there is a programme in place that actively addresses support to improve worker and staff skills development and qualifications.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
3	Development Multi estate, single plantation	Fairtrade Standard 2.2.6 Your company gives special attention to the empowerment of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.		2.2.0.10	Special attention is given to the empowerment of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.	RANK 3 AND there is evidence that women have been empowered within the company AND women have been employed in key positions.
3	Development Multi estate, single plantation	Fairtrade Standard 2.2.7 Your company undertakes activities to achieve equity in the workplace. This includes specifically addressing the employment and promotion of suitably qualified people from disadvantaged and minority groups.	'Equity' means fairness or justice in the way people are treated. The aim of this requirement is to eliminate employment barriers for disadvantaged people such as persons with disabilities and members of minority groups. Disadvantaged or minority groups include people who are discriminated against because of their ability, religion, gender, race, age, class, sexual orientation or similar and who have little or no means of influence in matters affecting them, the community at large and/or employment place. This can include religious minorities, people who cannot read or write, persons with disabilities, children, youth, women, migrants, people of colour, gay, lesbian or transgender people. Examples of activities to support an equitable workplace include: education and professional training for women or other disadvantaged people or minority groups, in order to qualify them to take up more advanced positions; policies and practices to ensure that barriers are eliminated; appropriate representation of all groups in the workforce at all levels.	2.2.0.11	At least one of the actions have been addressed in a programme OR there are demonstrable action that prove that some of these activities have been carried out by the company.	Systematic Programme s (e.g., based on a study on the status of equity in the workplace to identify disadvantaged and minority groups) have been implemented and include amongst others, following activities: education and professional training for women or other disadvantaged people or minority groups, in order to qualify them to take up more advanced positions; policies and practices to ensure that barriers are eliminated; appropriate representation of all groups in the workforce at all levels AND an impact assessment study has been done on the programme.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 2.2.8 Your company ensures access to primary education for the children of all permanent resident workers.	'Access' means either suitable facilities with qualified teachers on-site, or transportation that enables children to reach schools provided by the government. The distance to school may not put children at risk of protection and safety.	2.2.0.12	Access to primary education is ensured for children of all permanent resident workers.	RANK 3 AND the company actively encourages primary education for its workers' children AND the company actively provides support towards the primary education of its workers' children e.g., employment of teachers, provision of transport, contributions to classrooms etc.
3	Development Multi estate, single plantation	Fairtrade Standard 2.2.9 Your company implements measures to improve the education of all workers' children, including children of migrant and temporary/seasonal workers.		2.2.0.13	Measures are implemented to improve the education of all workers' children, including children of migrant and temporary/seasonal workers.	RANK 3 AND the company has proof of support to education facilities AND the company can demonstrate that the measures it has put in place have had a positive effect on the education of all workers' children.
6	Development Multi estate, single plantation	Fairtrade Standard 2.2.10 Your company provides support for crèche facilities for your workers' children either inside or outside your premises.		2.2.0.14	Support is provided for crèche facilities for the workers' children either inside or outside the premises.	

Guidelines for the Trainer

- Materials needed:** ☒ (Coloured) cards, flip-sheets and markers
☐ Copies of the requirements for every participant (see end of this session)

Time needed: 1 hour and 15 minutes to 1.5 hours

- Preparations:** ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline
- ☐ Coloured cards with the following category of people needed for the game of status (step 1 to 5). You need as many cards as participants. If necessary, prepare more cards for the farm workers (both male and female)
- Village/traditional chief (male)
 - Assemblyman (male)
 - Chairman of the farmers' group (male)
 - Chairman of sheanut (*or any other crop*) farmers group (female)
 - Chairman of youth group (male)
 - Trader of crops (male)
 - Agro input dealer (female)
 - Farm owner (female)
 - Farm worker (female)
 - Farm worker (male)

Note: in case you have illiterate people among your participants, add little drawings that depict the type of person

- ☐ When discussing how to implement requirements, it would be good to give examples of how this can be done. Think in advance about this.

Product specific requirements

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Tea	2.2.1	Additional to HL requirement 2.2.1	None
	2.2.2	Replacing HL requirement 2.2.4	None



Note for the trainer:

The main purpose of this session is to check if the company complies with the Fairtrade requirements linked to this topic (rank 3 of the Compliance Criteria). Most requirements are for year 3. If the company does not comply yet, discuss what actions need to be taken to start the process to ensure compliance in 3 years.



Set up – 2-5 minutes

Attention: Say that building capacity and empowerment of workers is central for Fairtrade.

Title: Tell the title of the session: *Building capacity and empowering workers.*

Objectives: To understand what capacity building and empowerment is and how the company can build capacity and empower workers conform the Fairtrade requirements.

Benefits: Workers' empowerment can instil greater trust in leadership, encourage worker motivation, lead to greater creativity, and improve worker retention — all of which ultimately results in better performance and dedicated workers.

Direction: We will focus on capacity building and empowerment in general. When we discuss other topics, we will discuss capacity building and empowerment for some specific issues.

Delivery

Explanation, Visualisation, Exercise, and Application:

The Game of Status – 20-25 minutes

1. **Facilitate the game of status.** Say that all of them are visiting a social gathering of in a community (wedding, funeral) with different types of people. Each of them will play a different type of person, but **you will not know who you are**. Introduce the different categories of people who will be on the gathering by showing the cards with the type of people.
2. Ask participants **to form a line** and turn their back to you. Tape or pin at random **one colored card** on the back of each person. Then tell everyone to **move around** and to **chat or greet** others while observing the **social protocols** attached to status of the person they address. Let everyone move around for a few minutes. You can also move around and greet people.
3. After a few minutes, ask everyone to stop. **Discuss the game** by asking the following questions:
 - a. *Who of you think that you have a high status in the community?* Let people raise their hand. *Why do you think that you have a high status?*

- b. *Who of you think that you have a low status in the community?* Let people raise their hand. *Why do you think that you have a low status?*
 - c. *Who do you think you are?* Ask everyone. *Why?*
 4. Let everyone **remove the card** from the back (let people help each other) and look what they are. Ask:
 - a. *Who guessed their position correctly?*
 - b. *Can you **line up** according to **status**? The person with the highest status on the far left and the person with the lowest status on the far right.* Let participants decide on the ranking. In case they do not agree about a certain position, it is possible that positions are at the same rank of status. The purpose is not so much to get a perfect ranking but rather to make people realize that rankings exist.
 5. Continue the discussion:
 - a. *Did you greet or chat **differently** with a person with a higher status than with a person with a lower status? Why?*
 - b. ***What** gives status to people?* Think about family, age, gender, knowledge, money/property, function/work, connections, capacity to speak, confidence, etc.)
 - c. *Can we **change** our status? How?* Yes, you can change your status. For example, by acquiring knowledge or through work.
 - d. *Is it **easy to change** our status?* It depends on the society you live in. In some societies the family you are born in will indicate your status for the rest of your live, while in other societies status depends on factors that can be changed, like knowledge, wealth, etc. However, if you are born in an environment with limited opportunities, it is much harder to change these factors.
 - e. *Why would someone want **to change** his/her status?* There can be a variety of reasons. One can be to get more access to opportunities and the ability to progress.
 - f. *Does everyone want **to change his/her status**, even if it is low?* Probably not, people might be very content with the status they have.

Explaining capacity building and empowerment for Fairtrade – 5-10 minutes

6. **Make the link between the game and the company.** Say that also in their company people have different status and different opportunities in life. In the Fairtrade Standard for Hired Labour, the **workers play a central role**. Although Fairtrade realizes that it cannot change someone's status in life, we can build the capacity of workers and empower them. Ask the following questions:
 - a. *What do you think **capacity building** is within a company?* Capacity building is improving the capabilities of people so they can perform their work better.
 - b. *Can anyone give an **example** of capacity building?* It can be a training on how to operate equipment, a visit to the buyer of the products to see how they check certain production requirements, or a meeting with someone from another company to see how their Premium Committee functions.

- c. What do you think **empowerment** is in general? Empowerment means people have power and control over their own lives. They can take their own decisions and decide what is best for them.
- d. What do you think empowerment could be **within your company**? Empowerment means that workers take control of their job. It means they can indicate how best they can perform their job and make the right choices when doing their jobs.
- e. Why do you think Fairtrade would like to build capacity and empower workers?
- f. What are the benefits for your company if your workers are capable and empowered?

Implementing requirements on capacity building and empowerment – 45-50 minutes

7. **Distribute the checklist of requirements** to everyone. Say that there are several Fairtrade requirements linked to capacity building and empowerment. Ask someone to read out loud all requirements. We are going to discuss how we can implement all these requirements. Write on a separate flip-sheets all **actions points** the group agrees on.



Note for the trainer:

Give as much as possible examples of how other companies implement the requirements.

Start with requirements to improve the **technical skills of workers**. Ask:

- a. Which requirement is focused on improving the technical skills of workers? Requirement 2.2.5.
- b. Do you already provide opportunities to workers and staff to develop their skills and qualifications? How?
- c. Provide examples and ideas on how this can be done. The company encourage workers to develop their skills through the use of Fairtrade premiums.
- d. The requirement is for year 3: which department or group in the company can start working on this?

8. Say that some requirements do not focus on technical skills but on **other issues**.

- a. Which requirements cover other issues? Requirement 2.2.1 (awareness on Fairtrade) and 2.2.4 (labour conditions and negotiation skills).
- b. How can we introduce all levels of the company to the **Fairtrade concept** and system?

What message do you want to communicate? It should include what Fairtrade is, the type of requirements, the audit (see topic 1.3) and Fairtrade Premium (see topic 2.1 and 2.2).

- c. *When can this be done? How? Who will be responsible?* Add that this should be done every 6 months and should be included in the introduction of new employees (rank 4 of Compliance Criteria 2.2.0.02).
 - d. *The capacity building on **labour conditions and negotiation skills** is for workers' representatives. Do your workers have representatives? If not, how can this be organized?* Provide examples and ideas on how this can be done. Workers can have representatives in the form of trade unions.
 - e. *Are they already trained on labour conditions and negotiation skills? If not, which department or group in the company can start working on this to ensure it is done in Year 3?* Provide examples and ideas on how this can be done. Training on Collective Bargaining Agreements should be part of the training.
9. Say that Fairtrade does not only want to build the capacity of workers and empower them, but also wants to **create equal opportunities** for everyone within the company.
- a. *Which requirements are linked to **equal opportunities**?* Requirement 2.2.6 and 2.2.7. And maybe requirement 2.2.10 (crèche facilities).
 - b. *Does the company already give special attention to the **empowerment of women**, for example by means of training or guidance? If not, which department or group in the company can start working on this so it will be in place in year 3?* Provide examples and ideas on how this can be done. It is important that women have equal access to the premiums and can decide how they would like to use the premiums.
 - c. *Are there specific programs planned and implemented to achieve equity in the workplace (programs should specifically address the employment and promotion of suitably qualified people from disadvantaged and minority groups)?*
 - d. *If not, which department or group in the company can start working on this so it will be in place in year 3.* Provide examples and ideas on how this can be done. It should be part of the Human Resource policies.
 - e. *Does your company have crèche facilities?* If not, mention that this is a requirement for year 6 so we are not going to discuss this in detail.
10. In addition, Fairtrade would like to **build the capacity of the children's workers**.
- a. *Which requirements are linked to this?* Requirement 2.2.8 and 2.2.9. Add that this requirement is only valid for children of workers that work directly for the company.
 - b. *Do you **know** if children of your workers have **access to primary education**? If yes, do you have proof of this? If no, how can we get this information?*
 - c. *Does the company encourage primary education? How?*
 - d. *Does the company actively provide support towards primary education for children of workers?*

- e. Provide examples and ideas on how all of this can be done. It is a core requirement for year 1:
agree on actions to be taken, if necessary.
- f. *In year 3 the company needs to implement measures to improve the education of children of workers. Which department or group in the company can start working on this so it will be in place in year 3.*

Finish – 2-5 minutes

Summary: Summarise what capacity building and empowerment is, why it is important for Fairtrade and what benefits it can give to the company.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What type of activities can we do to build capacity of workers?*
- *What can we do to empower women?*
- *How can we ensure access to primary education for children?*

Next step: Look at the action points to be done and get a confirmation from those who need to take action.

Checklist of Requirements

Year 1

2.2.1	C	Raise management and workers' awareness about Fairtrade and workers' rights.	☐
2.2.8	C	Ensure access to primary educational for the children of all permanent resident workers.	☐

Year 3

2.2.4	D	Elected workers' representatives trained on labour legislation and negotiation skills.	☐
2.2.5	D	Provide opportunity for staff to develop skills and qualifications.	☐
2.2.6	D	Give special attention to the empowerment of women.	☐
2.2.7	D	Undertake activities to achieve equality in the workplace, addressing disadvantaged and minority groups.	☐
2.2.9	D	Implement measures to improve the education of all workers' children.	☐

Year 6

2.2.10	D	Provide support for crèche facilities for the children of workers.	☐
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Topic 3.1

Protecting the Rights of Employees and Workers

Key Information

Discrimination is defined under ILO Convention No. 111 (Discrimination (Employment and Occupation) Convention) as any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin (among other characteristics), "which has the effect of nullifying or impairing equality of opportunity and treatment in employment or occupation".

Discrimination in employment takes many forms, and occurs in all kinds of work settings. It means treating people differently because of certain characteristics, such as race, colour of their skin or gender, which results in and reinforces inequalities. If the freedom of human beings to develop their capabilities and to choose and pursue their professional and personal aspirations is restricted, regardless of their abilities, their skills and competencies cannot be developed to their full potential. Beyond leading to frustration in the work force, this compromises their rights and eventually means a loss in productivity for the employer.

What should I do?

Ensure that employees are not offered positions, promoted, dismissed or provided with extra benefits on the basis of race, colour, sex, sexual orientation, disability, marital status, HIV/AIDS, status, age, religion, political opinion, union or workers' representative bodies, national extraction or social origin, or any other condition in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement, general treatment in the workplace or other activities.

It should be clear that testing is not carried out to determine if someone is pregnant, their HIV/AIDS status or for genetic disorders. Judgement should only be made on the basis of their ability to carry out the required work.

Discrimination against people living with HIV/AIDS is a growing concern, especially among women. This can take many forms, including pre-employment testing leading to a refusal to hire, testing of long-term foreign visitors before entering a country, and in some countries, mandatory tests for migrant workers.

Other forms of discrimination include dismissal without medical evidence, notice or a hearing, demotion, or denial of deserving promotions, denial of health insurance benefits, salary reductions and harassment. This also includes granting or denying jobs or promotions in exchange for or denial of non-consensual sexual favours or any other favour.

Anyone managing and supervising workers is forbidden to use, support or accept inappropriate punishment in the form of physical aggression or threatening or insulting behaviour in gestures or language. The work environment must be free of any form of sexual abuse, manipulation or psychological harassment.

Policies to address discrimination, fair and appropriate disciplinary measures and sexual harassment should be developed appropriate to the company and should be well communicated so that they are understood and put into practice. Fundamentally, Fairtrade promotes social commitment extending beyond mere compliance. This means that in certified hired labour organisations set in societies with cultural barriers to equal treatment of certain categories of workers, management is encouraged to take pro-active steps improve the culture in the workplace.

Source: Explanatory document for the Fairtrade Standard on Hired Labour

Guidance with Requirement 3.1.1

Discrimination remains a persistent global problem especially for those in vulnerable, disadvantaged and minority positions and can perpetuate poverty, stifle development and productivity. Women and men around the world are denied access to jobs and training, receive low wages or are restricted to certain occupations simply on the basis of their sex, skin colour, ethnicity, trade union affiliation or beliefs, without regard to their capabilities and skills. Freedom from discrimination is a fundamental human right and is essential for workers to be able to choose their employment freely, develop their potential to the full and reap economic rewards on the basis of merit.

According to ILO, all persons should, without discrimination, enjoy equality of opportunity and treatment in respect of :

- access to training and employment of their own choice;
- access to promotion;
- security of tenure of employment;
- remuneration for work of equal value;
- conditions of work including hours of work, rest periods, annual holidays with pay, occupational safety and occupational health measures, as well as social security measures and welfare facilities and benefits provided in connection with employment;

The following indicators can help you to assess if your organisation is at risk of discriminatory practices.

These are the indicators that auditors will check when looking at the requirement on freedom from discrimination

Workers or staff are treated on the basis of one's attributes for or stereotypes in belonging to a particular group or category, and therefore:

- not being paid the same as someone doing the same job with the same experience and qualifications;
- not receiving remuneration for work of equal value;
- working for longer hours;
- having no rest periods
- not having occupational safety and occupational health measures;
- not having security of tenure of employment;
- not having access to social security measures and welfare facilities and benefits provided in connection with employment;
- not having access to training and employment of their own choice;
- not having access to promotion;
- not having decent work conditions and type of jobs
- having the terms and conditions of their employment reduced in quality, including lay-off and termination
- facing undue influence, threats or repercussions in their efforts to organize and administer trade unions in the workplace

Effective measures to prevent discrimination in organisations include:

- Asses the risks of discrimination and develop/implement policies to prevent and mitigate the identified risks. Create awareness amongst all members of possible risks and measures to be taken
- Developing and implementing written policies against any forms of discrimination
- Having an equal opportunities policy for recruitment, remuneration, promotion and training and applied in practice with records that show reasons for acceptance, dismissals and promotion of workers.

- Posting in a visible manner a right-to-unionize statement in the workplace addressed to workers and their supervisors
- Having an up to date record of all workers, including temporary, casual and sub-contracted workers, containing for each worker:
 - Full name
 - Gender
 - Year of birth
 - Nationality
 - Start and end date of employment
 - Type of work (permanent, temporary, seasonal, full time/part-time)
 - Salary rate earned per day, week, fortnight or month
 - Social / in-kind benefits received or available when applied (health, education, food, housing, transportation)
 - Affiliation to social security and / or private health insurance

In countries/regions with legal barriers that negatively affect the access to specific rights and benefits for workers, the producer organisation and their members invest in equivalent services, compensation and/or benefits to mitigate the negative impact of these barriers.

Please contact Fairtrade International in case you need a worker register template.

Where discrimination is endemic within a sector or region, you are encouraged to include activities to address this in your Fairtrade Development Plan.

For more information on how to protect the rights of workers, see the training manual on the Fairtrade Thematic Topic on Workers' Rights. In this manual you will find how a company can assess risks, develop preventive and remediation measures.

Source: Fairtrade Standard for Hired Labour

Additional Information

If your company has a completely separate business unrelated to Fairtrade production, then the requirements in this section do not apply to that business. Nevertheless, Fairtrade International expects that all your operations unrelated to Fairtrade are also conducted in a way that upholds national law, including international human rights treaties ratified by your government. Therefore, if Fairtrade International identifies or receives information on any violation of rights of children or vulnerable adults, this will trigger Fairtrade's internal protection procedures that include reporting to relevant national protection bodies for further follow-up and actions.

Source: Fairtrade Standard for Hired Labour

Links / references

ILO Convention 111 concerning Discrimination in respect of employment and occupation:

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:1813821563333225::NO:12100:P12100_ILO_CODE:C111:NO

ILO helpdesk: Eliminating discrimination in the workplace:

http://www.ilo.org/wcmsp5/groups/public/---ed_emp/---emp_ent/---multi/documents/publication/wcms_116342.pdf

C110 (Plantations Convention); and to ensure the fair treatment of migrant workers:

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C110

The ILO Conventions C97 (Migration for Employment Convention):

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C097

C143 (Migrant Workers (Supplementary Provisions) Convention):

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO:12100:P12100_ILO_CODE:C143

Source: Explanatory document for the Fairtrade Standard on Hired Labour
Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum need-ed)	FLOCERT Rank 5(Best practice)
0	Major Multi estate, single plantation	Fairtrade Standard 3.1.1 Your company does not discriminate, support or tolerate discrimination on the basis of race, colour, gender, sexual orientation, disability, marital status, HIV/AIDS status, age, religion, political opinion, union or workers' representative bodies, national extraction or social origin, or any other condition in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement, general treatment in the workplace or other activities.	See key information	3.1.0.01	No records or policy against any form of discrimination but no indications of discriminatory practices. In case of an indication that discriminatory practices have taken place, a policy against any form of discrimination is needed and the practice has been identified, justified and or remediated and a mitigation measure is in process.	No indications of discriminatory practices. There is a written equal opportunities policy approved by the General Assembly and made known to all members and workers. The policy considers all types of discrimination underlined in this requirement AND the policy is being fully applied in practice with records that show reasons for acceptance, dismissals and promotion of worker.
0	Core Multi estate, single plantation	Fairtrade Standard 3.1.2 During recruitment of workers your company does not test for pregnancy, HIV/AIDS or genetic disorders.	None	3.1.0.11	No policy but no indications of test or questions during recruitment.	There is a clear policy forbidding this and the QMS controls this.
0	Major Multi estate, single plantation	Fairtrade Standard 3.1.3 Your company does not directly or indirectly engage in, support, or tolerate the use of corporal punishment, mental or physical coercion, bullying, harassment, or abuse of any kind.	None	3.1.0.12	There is no indication of these practices.	RANK 3 AND the company has a policy and programme against these practices AND the company is active in implementing the policy.
0	Core Multi estate, single plantation	Fairtrade Standard 3.1.4 Your company establishes and implements a policy that clearly outlines fair and appropriate disciplinary measures and ensures that workers are aware of this policy. The policy is in line with the principle of non-discrimination	A clear policy can prevent improper disciplinary practice.	3.1.0.13	A policy that is in line with the principle of non-discrimination and clearly outlines fair and appropriate disciplinary measures is present and implemented AND there is evidence that the policy is followed.	Records exist for trainings given to workers about the policy.
				3.1.0.14	All workers are aware of the policy.	Records exist for trainings given to workers about the policy.
0	Major Multi estate, single plantation	Fairtrade Standard 3.1.5 Your company does not directly or indirectly tolerate behaviour, including gestures, language, and physical contact that is sexually intimidating, abusive or exploitative. This applies to management and workers alike.	None	3.1.0.15	The company (including workers and management) does not directly or indirectly tolerate behaviour, including gestures, language, and physical contact that is sexually intimidating, abusive or exploitative.	RANK 3 AND procedures with proper structure is in place to report and take action in case of any such instances happening in the company.
0	Core Multi estate, single plantation	Fairtrade Standard 3.1.6 Your company establishes and implements a policy that clearly prohibits sexual harassment. Workers are aware of this policy and its contents.	See requirement 3.5.27 on procedure for grievances about sexual harassment.	3.1.0.16	The company has established and implemented a policy that clearly prohibits sexual harassment (see CC 3.5.0.75 on procedure for grievances about sexual harassment).	
				3.1.0.17	All workers are aware of the policy.	Records exist for trainings given to workers about the policy AND there are structures in place for reporting sexual harassment.
0	Core Multi estate, single plantation	Fairtrade Standard 3.1.7 Your company does not discipline, dismiss or discriminate in any way against workers for using any grievance procedure (see 3.5.27 on grievance procedure).	None	3.1.0.18	Workers are not disciplined, dismissed or discriminated against in any way for using any grievance procedure.	
3	Core Multi estate, single plantation	Fairtrade Standard 3.1.8 Your company keeps a record of all terminated contracts. These records include the reason for termination and indicate if workers are members of a trade union or are elected worker representatives.	None	3.1.0.19	There are complete records of all terminated contracts.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum need-ed)	FLOCERT Rank 5(Best practice)
0	Major Multi estate, single plantation	Fairtrade Standard 3.2.1 Your company does not directly or indirectly engage in, support or tolerate forced labour, including bonded or involuntary prison labour. You must explain this to all workers.	"Forced or compulsory labour shall mean all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily" (C29 Article 2). If you demand unreasonable notice period for termination of the contract of employment, it is also considered forced labour. Slavery, misuse of prison labour, forced recruitment, debt bondage, human trafficking for labour and/ or sexual exploitation are some examples of forced labour. It is considered forced labour if the company retains any part of the workers' salary, benefits, property or documents or requires financial deposits/financial guarantees in order to force them to remain in your employment. If your company requires or forces workers to remain in employment against their will using any physical or psychological measure this is considered forced labour. If you demand unreasonable notice period for the termination of the contract of employment it is also considered forced labour. The term 'bonded labour' or "debt bondage" includes all loans from a company to a worker of excessive amounts and/or with unreasonable and/ or unjust terms and conditions for repayment, where the worker and/ or their families are held to pay off the loan through their labour against their will.	3.2.0.01	There is no indication of use of, support or toleration of forced labour AND workers are aware of the ban of such practices.	RANK 3 AND there is a clear policy in place to avoid this AND the policy is communicated and understood.
0	Core Multi estate, single plantation	Fairtrade Standard 3.2.2 Your company does not make the employment of a worker or an offer of housing conditional on the employment of their spouse. Spouses have the right to work elsewhere.	This also applies if housing is provided to the worker and his/ her family.	3.2.0.02	Organisation does not inform but there are no indications of this taken place.	Organisation makes all workers aware (especially those living in farm) about their right to work elsewhere.

Guidelines for the Trainer

- Materials needed:**
- ☒ Flip-sheets and markers
 - ☐ Keep the requirements of the Fairtrade Standard for Hired Labour at hand
 - ☐ Copies of the case studies (see at the end of this topic). Do NOT include the corrective measures in the copy.

Time needed: 2 to 2.5 hours (depending on the existence of policies within the company)

- Preparations:**
- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline
 - ☐ Check if the company has any policies related to discrimination and/or sexual harassment. If yes, get a copy and make copies for every participant.

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	3.1.1	Compliments requirement 3.5.16 HL	3.1.0.02
	3.1.2	Compliments requirement 3.1.6 HL	3.1.0.20
Tea	3.1.1	Replacing HL requirement 3.1.5 Compliments HL requirement 3.1.6	None
	3.1.2	Additional requirement	None
	3.1.3	Additional requirement	None
	3.2.1	Additional requirement	None
	3.2.2	Additional requirement	None

Session in Short

Set up: 2-5 min

Delivery:

- 15-20 min: game to introduce discrimination
- 15-20/45-50 min: complying with requirements concerning discrimination
- 45-50 min: case studies on Freedom from discrimination
- 10-15 min: complying with requirements concerning forced labour
- 45-50 min: Case studies on Freedom from forced or compulsory labour

Finish: 2-5 min



Setup – 2-5 minutes

- Attention:** Ask how many people are working for the organisation. There are several Fairtrade requirements to protect the right of both workers and employees.
- Title:** Tell the title of the session: *Protecting the rights of employees and workers.*
- Objectives:** During this session we will discuss what you need to do to comply with Fairtrade requirements concerning freedom from discrimination and freedom from forced or compulsory labour.
- Benefits:** This topic will help you to comply with all requirements. In addition, employees and workers that are happy, often work better and harder, and that is good for the whole organisation.
- Direction:** We will focus in this session on rights of employees and workers. We will not discuss freedom of association and collective bargaining, which is also part of rights of employees and workers. That will be done during another topic (topic 3.3).

Delivery

Explanation, Visualisation, Exercise, and Application:

Game to introduce discrimination – 15-20 minutes

1. **Start with a little game.** Ask all participants to stand up and come to the middle of the venue. Say that we are going to form groups. You are going to mention **a criterion** and everyone with the **same result or outcome** of that criterion needs to group together. Try one criterion: *The colour of your shoes.* This means that everyone with the same colour of shoes needs to (physically) group together (stand together).
2. Continue with some **other criteria** one-by-one and let people group together again:
 - a. Favourite football club (add that "none" can also be an option)
 - b. Wearing glasses
3. Say that you have mentioned several criteria and each of us belonged to a certain group. Ask: *Can we easily change the results or outcome of the criteria that I mentioned so you will belong to another group?* Yes, you can put on another pair of shoes, support another football club or removing or putting on glasses.

Ask: *Can anyone mention a criterion that we cannot change so easily?* When someone mentions a criterion, let people group according to that criterion. Do again several criteria. You can also add criteria. You can use: age, gender, religion, tribe, marital status, political opinion/party, etc



Note for the trainer:

Some criterion might be extremely sensitive including tribe and political opinion/party. Use your own judgement if you would like to use these examples or not.

Say that we can easily put people into groups based on criteria they can easily change but also on criteria that cannot be easily changed. Ask:

- a. *What would happen if I said that everyone who is wearing black shoes can no longer participate in this program? Will everyone be affected?* No, only those people wearing black shoes.
- b. *What could you do if you are wearing black shoes?* You could change your pair of shoes.
- c. *Would everyone be happy changing to a different pair of shoes?* Probably not but it is not the end of the world.
- d. *What would happen if I said that all males can no longer participate in this program? Will everyone be affected?* No, only the men.
- e. *What can you do if you are a man? Would there be a way to still get into the program?*
- f. *As male, would you be happy to be excluded based on your gender?*
- g. *Would it be bad for the males to be excluded? Why?* They cannot gain from what will be taught during the program and they will not improve their capacity.
- h. *What will happen if you exclude people in your company?* You exclude people that might be very beneficial to your company. With discrimination you are wasting human resources and missing out on good people.

4. Say that **discrimination** is making an unfair distinction in the treatment of one person over another based on stereotypes or on grounds that are not related to ability or merit. Fairtrade strongly condemns any forms of discrimination.

Complying with requirements concerning discrimination – 15-20 min (or 45-50 minutes in case the company has policies)

5. Say that there are **8 requirements to prevent discrimination**. Read out loud requirements 3.3.1, 3.3.2, 3.3.3, and 3.3.5 (not the guidance). Summarise that:
 - a. Within your organisation there can be **no discrimination** (requirement 3.3.1).
 - b. It is **not allowed to do tests** for pregnancy, HIV or genetic disorders during recruitment (requirement 3.3.2).

- c. **Abuse of any kind** is not allowed, including corporal punishment, nor support or tolerance of it (requirement 3.3.3).
 - d. No tolerance of **sexual harassment** (requirement 3.3.5).
6. Ask:
- a. What does our **national law** say about discrimination?
 - b. Are the requirements of Fairtrade **stricter** or not?
 - c. What does the company already do to prevent or handle any of these requirements? Write contributions with key words on a flip-sheet (write heading: **actions already taken**).
7. Say that companies are required to have **two policies**: one **discrimination** (requirement 3.3.4) and one of **sexual harassment** (requirement 3.3.6). Confirm if the company has any of these policies. If yes, continue with step 10. If not, continue with step 11.
8. In case the company has a policy/policies, distribute the policies and **check together** if they are **in line with the requirements** (3.3.1 to 3.3.6). Give everyone some time to read the policies. Then ask:
- a. Is everything **clear**? Which parts are not clear? Which parts can be clearer described?
 - b. Is it **in line** with all requirements that we mentioned so far? Also mention requirement 3.3.7 (no discrimination for using grievance procedures) and requirement 3.3.8 (sufficient records of all terminated contracts kept).
 - c. Are these policies **implemented**? How? Can you prove that the policies are implemented? Is there any room for improvement? If yes, discuss how and agree on action points.
 - d. Are the policies **communicated** to all workers? If not, how can this be done? Agree on action points if necessary.
9. In case the company **does not** have any policies or only one, mention the **steps to develop a policy**. The company should:
- a. Do a risk assessment
 - b. Develop and implement policies
 - c. Create awareness among members about the policies and its implementation
 - d. Monitor the implementation of the policies
10. Say that Fairtrade has developed **guidelines** on how to do a risk assessment, and how to develop and implement policies and monitoring (this is covered in the training sessions on the thematic topic Workers' rights). **Agree on a date** you will take them through these guidelines and who will participate in this program.

Case studies on Freedom from discrimination – 40-45 minutes

11. Discuss case study 1 and 2 on Freedom from discrimination (see at the end of this topic).
- a. Split the group into **4 sub-groups**. Give two groups case study 1 and the other two groups case study 2 (ensure in each group is at least one person who is literate).

- b. **Provide the background.** Each group has received a case study that describes a situation. The group needs to read the case study and formulate corrective measures to ensure that the company or farm remains or gets certified.
- c. Let the groups work for a few minutes.

12. Discuss the results.

- a. **Read out loud** the first case study.
- b. Ask the first group that discussed this case study to share **one corrective measure**. Ask other groups if they **agree** with this corrective measure.
- c. Then ask **the other group** discussed this case study to share one corrective measure. Ask other groups if they **agree** with this corrective measure.
- d. Ask the first group if they have another corrective measure. Then ask the second group again.
- e. Continue till none of the groups has any more corrective measures to share.
- f. Provide the suggested corrective measure as provided in the case study.
- g. Continue with **case study 2** and discuss it in the same way.

Complying with requirements concerning forced labour – 10-15 minutes

- 13. Say that in addition to discrimination, there are two **requirements concerning freedom from forced and compulsory labour**. Have a **focused discussion** by asking the following questions:
 - a. What do you **understand** by forced labour? **Forced labour** means a person is forced to carry out certain work by threatening him/her with punishment or the loss of rights or privileges.
 - b. Can anyone give an **example** of forced labour?
 - c. Do you know **any sectors** in our country where there is forced labour?
 - d. Do you think there is forced labour in **our sector** (mention the specific product)?
 - e. What do you **understand** by bonded labour? **Bonded labour**, also called debt bondage, occurs when a person is forced to pay off a loan with direct labour instead of actual payment and when the employer grants loans under unreasonable conditions such as very high interest rates.
 - f. Can anyone give an **example** of bonded labour?
 - g. Do you know **any sectors** in our country where there is bonded labour?
 - h. Do you think there is bonded labour in **our sector** (mention the specific product)?
- 14. **Read out loud requirement 3.2.1** on no forced, bonded or involuntary prison labour (do not read out loud the guidance). Ask the following questions:
 - a. Are your **workers aware** of the requirements concerning forced labour? If yes, how can you prove this?

- b. How can we ensure they become aware?* Discuss how this can be done, who will be responsible for it and when it will be done. Write what has been agreed on a flip-sheet.
- 15. Continue with **requirement 3.2.2** on no conditional working for spouses. Read it out loud (including the guidance) and ask the following questions:
 - a. What does this **mean**?* It means that you cannot say to a worker that he/she can only work for you or get housing, if his/her spouse will also work for you.
 - b. Does this happen in other sectors or companies?*
 - c. Are **your workers aware** that you cannot make employment or housing of a worker conditional on the employment of their spouses?* If yes, **how can you prove this?**
 - d. If not, how can we **make them aware**?* Discuss how this can be done, who will be responsible for it and when it will be done. Write what has been agreed on a flip-sheet.
- 16. You can suggest including this in the **policies on discrimination**. The assessment, policy etc. can include issues on forced labour.

Case studies on Freedom from forced or compulsory labour – 40-45 minutes

- 17. **Discuss case study 1 and 2 on Freedom from forced or compulsory labour** (see at the end of this topic).
 - a. Split the group into **4 sub-groups**.* Give two groups case study 1 and the other two groups case study 2 (ensure in each group is at least one person who is literate).
 - b. Provide the background.* Each group has received a case study that describes a situation. The group needs to read the case study and formulate corrective measures to ensure that the company or farm remains or gets certified.
 - c. Let the groups work for a few minutes.*
- 18. **Discuss the results.**
 - a. Read out loud* the first case study.
 - b. Ask the first group that discussed this case study to share **one corrective measure**.* Ask other groups if they **agree** with this corrective measure.
 - c. Then ask **the other group** discussed this case study to share one corrective measure.* Ask other groups if they **agree** with this corrective measure.
 - d. Ask the first group if they have another corrective measure.* Then ask the second group again.
 - e. Continue till none of the groups has any more corrective measures to share.*
 - f. Provide the suggested corrective measure as provided in the case study.*

- g. Continue with **case study 2** and discuss it in the same way.

Finish – 2-5 minutes

Summary: Summarise what discrimination and forced labour is. Repeat some of the requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What is discrimination?*
- *What is forced labour?*
- *What can you do as company to prevent/reduce discrimination?*

Next step: Check any action point that was agreed and confirm who is going to take action and when.

Case Study 1 on Freedom from Discrimination

During a flower farm audit, the following gender related non-conformities were identified. There was a motor bike theft case that involved two security guards and a foreman. The first action taken was suspension of the guards and not all three. Secondly, on termination of the contracts, one of the guards appealed on 29/12/2022 and the termination was upheld. However, when the foreman appealed on 3/01/2022, the appeal was accepted and he was reinstated on 16/01/2022 with a requirement that he is surcharged for the loss of the motor bike. The surcharge has been stopped at Farm level. The guard has however been reinstated via a letter dated 15/02/2022, one month after the foreman. This case was not handled fairly and amounts to discrimination, the guard appealed first and his reinstatement came after the foreman's (3.1.0.01). Other issues raised during the audit include;

- The pack-house ladies' toilets near the workshop have a very bad and pungent smell and one of the sinks was blocked (3.6.0.21)
- The number of women using the pack-house toilets is more than the recommended number (3.6.0.24)
- Pregnancy tests are conducted during pre-employment medical examinations, but this is not recorded anywhere. (3.1.0.11)

Provide the possible corrective measures that can be implemented to ensure the farm/plantation gets certified.

Possible Corrective measures suggested:

- The company has a non-discrimination policy and is committed to ensure that the complaint grievance handling procedures and appeals provide employees with the means for the resolution of complaints that allege a violation of the non-discriminatory policy. The regional management where this was identified have been spoken to and reminded of the need to adhere to the non-discrimination policy (3.1.0.01)
- Directive will be communicated to the company nurse stating that medical examinations shall be done as provided for in the company policy and the national and international laws. An awareness to all workers on their rights shall be conducted. 3.1.0.11
- The company shall ensure that all toilets used by workers are cleaned and disinfected at all times

and a memo insisting on proper hygiene and sanitation will be posted near the facilities. A routine for inspection will be put in place and a directive given to the Hygiene officer to ensure cleanliness and replacement of broken or blocked sinks in a timely manner. 3.6.0.21

- The company will put up extra toilets for the ladies to cover for the deficit. 3.6.0.24

Case Study 2 on Freedom from Discrimination

Casual workers especially in West Greenhouses have to bribe their controllers and supervisors so that they are confirmed to contract status. Workers who do not pay the bribe of about Kshs 1000 are not promoted to contract status.

Provide the possible corrective measures that can be implemented to ensure the farm/plantation gets certified.

Possible Corrective Measures Suggested

- Management will investigate and take disciplinary action against the supervisors implicated.
- Supervisors will be re-trained on the company policies that prohibit this act of bribery.
- All Workers will be informed not to pay any bribe to anybody and if asked for bribes they should report it to the general manager.

Case Study 1 on Freedom from Forced and Compulsory Labour

A farm in South Africa makes use of migrant labour for contracted periods longer than a year. They pay for the workers' visas and transport, but only if they fulfil the terms of their contract – if not, the worker has to repay the amount before they are permitted to leave. The operator keeps worker passports as a guarantee. Workers are in a forced labour situation (CC 3.2.0.01 and CC 3.5.0.70, CCC3.5.0.71 – Conditions of Employment).

Provide the possible corrective measures that can be implemented to ensure the farm/plantation gets certified.

Possible Corrective Measures Suggested

- Transport and visa costs will no longer be deducted from workers, irrespective of the period they work for.
- Passports should not be held by management.

Case Study 2 on Freedom from Forced and Compulsory Labour

In Cameroon on a banana plantation workers work every day of the week without rest periods. When interviewed they tell you that they need to do this work in order to earn enough money but that those older workers develop health problems due to these conditions. Workers report that they will be replaced by someone who is willing to work every day if they ask to work for only 5 or 6 days. Local legislation does not have a maximum number of hours per week, but the FT Standard is clear on the need for weekly rest periods and thus the auditor identified a non-conformity.

Provide the possible corrective measures that can be implemented to ensure the farm/plantation gets certified.

Possible Corrective Measures Suggested

- The company institutes mandatory days of rest for every 6 days worked consecutively.
- Alternatively, the company applies annually to FLOCERT for an exception to this rule demonstrating exceptional circumstances but ensures that workers no longer work more than 14 hours per day, 72 hours per week or more than 18 continuous working days without rest (CC3.5.10).

Checklist of Requirements

Year 0

3.1.1	C	Do not discriminate, support or tolerate discrimination.	☐
3.1.2	C	No testing during recruitment.	☐
3.1.3	C	No corporal punishment or abuse, nor support or tolerance of it.	☐
3.1.5	C	No sexual harassment.	☐
3.1.6	C	Policy to prohibit sexual harassment established, implemented and communicated and put into action.	☐
3.1.7	C	No discrimination for using grievance procedures.	☐
3.2.1	C	No forced, bonded or involuntary prison labour.	☐
3.2.2	C	No conditional working for spouses.	☐

Year 1

3.1.4	C	Policy on disciplinary measures established, communicated and put into action.	☐
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Year 3

3.1.8	C	Sufficient records of all terminated contracts kept.	☐
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Topic 3.2

Protecting Children

Key Information

What is meant by the worst forms of child labour?

Worst forms are practices such as child slavery, forced labour, debt bondage, trafficking, serfdom, prostitution, pornography, and forms of work that are hazardous to a child's health, safety and morals. The ILO has suggested definitions for each of these categories, leaving national authorities to generate their own list of what constitutes hazardous work or children.

What is child protection?

Child Protection is the term used to describe the responsibilities and activities undertaken to prevent or to stop children from being abused or ill-treated. Child abuse and neglect is defined as all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation resulting in actual or potential harm to the child's health, survival, development or dignity.

What is meant by dangerous or exploitative work for children?

This is work that is likely to harm the health, safety or morals of children. Certain industries or types of work carry particular risks, but any form of child labour may contain dangers that can harm a child, depending on the working conditions. Children may be directly exposed to obvious work hazards such as sharp tools or poisonous chemicals. Other hazards for child labourers may be less apparent, such as the risk of abuse or problems resulting from excessive hours of work. The more hazardous the work is the more extreme are the consequences. No employee under 18 years of age may carry out potentially dangerous work or work during the night.

It is up to the competent authorities, in consultation with workers' and employers' organizations, to determine what is hazardous in their national context. Many countries have now established lists of hazardous work for children, but many need to update their lists, and others have yet to establish lists.

What should I do?

Put procedures in place so that children under the age of 15 are not contracted or employed. This also applies to children who are employed indirectly by the company to help their parents in company fields. All efforts must be made to identify the age of the child following child rights guidelines. Children above the age of 15, in these circumstances should only work after school or during holidays and be supervised by a parent so they are appropriately guided in their tasks.

Additionally, if children are not guided by a parent or their legal guardian, it is too difficult for the certification body to check their identities and thus assess if it is a case of child labour or not.

Any work carried out by children employed between the age of 16 and 18 must not hinder their attendance in school (e.g., because of tiredness or illness), their personal development, morals or their health and it must be within reasonable limits of working hours. Work may not hinder their overall development in any regard.

Ensure that a policy on child labour, including a clear statement against child labour and a clear commitment

to adopting a child rights' approach to protecting and remediating impacted children, is developed for the company, and that all workers are properly trained on this and understand what it means.

What if there used to be child labour in the company?

If there has been child labour in the past in your organization, (if children under the age of 15 have been employed previously or those under the age of 18 have been subjected to dangerous or exploitative work) this should be addressed openly through the development of a rights based remediation policy and program within a UN convention on the Rights of the Child (CRC) Protective Framework that covers how to withdraw the children and how to prevent that they enter into worse forms of labour. The program should include remediation projects to ensure the immediate and continued protection of children. These projects can include expert partner organizations, preferably local.

If the worse forms of child labour have been detected, demonstrate that the increased well-being of children and young people in Fairtrade communities is a priority for the company.

If you choose to partner with Fairtrade and/or its child rights partner in safe withdrawal regarding the unconditional worst forms of child labour you will need a signed Child Protection Policy and Procedure that demonstrates a commitment to adopting a child rights' approach to protecting impacted children. You and your relevant staff will need to be trained on child protection and child rights methodologies and the Fairtrade Officer or another representative from senior management should be responsible for the development, ratification, implementation, and evaluation of this Child Protection Policy and Policy and Program and related actions.

What if there is still a risk of child labour?

If there is a risk of child labour within the company put relevant procedures into action. These procedures should include community-based monitoring and remediation i.e. keeping records of all workers with their ages, gender, copies of ID papers, migratory status and other relevant data.

Implement a youth inclusive community-based monitoring and remediation on child labour on an on-going basis. This would include:

- Identifying children in or at risk of being employed in child labour;
- Reporting on the status of the identified children on a regular basis;
- Measuring the progress made in safely withdrawing and preventing children from being engaged in child labour;
- Avoiding children withdrawn from labour situations are substituted by other children.

For suggestions on how to establish youth inclusive community-based monitoring and remediation on child labour, please request information from Fairtrade International.

Source: Explanatory document for Fairtrade Standard on hired labour

Additional Information

Over 132 million girls and boys aged 5-14 years old work on farms and plantations worldwide. Girls are particularly disadvantaged as they often undertake household tasks either before or after working in the fields. Long hours of work in the fields or at home prevent children from getting the knowledge and skills through education and training that could help lift them out of poverty.

Fairtrade wants to prevent labour that is damaging to children. One of the most effective ways of preventing children from starting to work too young is to set a minimum age. Fairtrade International follows the ILO convention 138 on Minimum Age. Child labour continues to be an immense problem worldwide and as a priority it is particularly important to eliminate the worst forms of child labour. Fairtrade International follows ILO convention 182 on the worst forms of child labour.

It is important to acknowledge that not all work that children do in agriculture is bad for them. Tasks appropriate to a child's age, and that do not interfere with a child's schooling and leisure time, can be a normal part of growing up in a rural environment.

Fairtrade is committed to actively protecting children from abuse and exploitation involved in the worst forms of child labour.

The UN Convention of the Rights of the Child defines the following guiding principles:

Definition of the child (Article 1): The Convention defines a 'child' as a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger. The Committee on the Rights of the Child, the monitoring body for the Convention, has encouraged States to review the age of majority if it is set below 18 and to increase the level of protection for all children under 18.

Best interests of the child (Article 3): The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers.

Protection from all forms of violence (Article 19): Children have the right to be protected from being hurt and mistreated, physically or mentally (children are properly cared for and protected from violence, abuse and neglect by their parents, or anyone else who looks after them).

What is defined as high-risk area / product for child labour?

The US Department of Labour publishes a list, the so-called Child labour and forced labour watch list:

<http://www.dol.gov/ILAB/regs/eo13126/main.htm>

List 2011: <http://www.dol.gov/ilab/programs/ocft/PDF/2011TVPRA.pdf>

You should be informed about national laws applying to your particular case.

Source: Explanatory document for standard on hired labour

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Major Multi estate, single plantation	Fairtrade Standard 3.3.1 Your company does not employ children under the age of 15 or under the age defined by local law, whichever is higher.	The minimum age requirement also applies to children who are employed indirectly by your company, for example when children of permanent, migrant, and/or seasonal/temporary workers are working with their parents in company fields. If the age of a child is unknown, all efforts shall be made to identify the age following child rights guidelines. In all circumstances child rights should be given primary consideration, as reflected in the guiding principles of the UN Convention of the Rights of the Child (UNCRC), especially when related to protection. For instance, in the case of child-headed households where all members of the household are below the age of 18 years, a child's right approach should be used to interpret these requirements, giving priority to the best interest of the child.	3.3.0.01	The auditor found no indication (through workers' and employers' interviews, and local knowledge) that this is present OR if there are indications of rare cases the company can demonstrate it took action.	There is a written policy that is made known to workers that ensures that children attend school AND has Quality Management System (QMS) that controls this at worker level.
0	Core Multi estate, single plantation	Fairtrade Standard 3.3.2 Your company does not directly or indirectly submit workers less than 18 years of age to any type of work which puts their health, safety or morals and their school attendance at risk.	Examples of work that is potentially damaging includes work that takes place in an unhealthy environment, involves excessively long working hours, night work, the handling or any exposure to toxic chemicals, work at dangerous heights, and operation of dangerous equipment.	3.3.0.02	The auditor found no indication (through workers' and employers' interviews, and local knowledge) that this is present OR if there are indications of rare cases the company can demonstrate it took action.	RANK 3 AND the organisation has an awareness raising programme for workers that identifies suitable work AND QMS that controls this at worker level.
0	Core Multi estate, single plantation	Fairtrade Standard 3.3.3 Your company establishes and implements a Child Labour Policy, including, a clear statement against child labour and a clear commitment to adopting a child rights' approach to protecting and remediating impacted children.		3.3.0.03	There is a policy in place lacks some clarity OR process slightly differs from its description.	All workers are aware of the policy and records are kept.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.3.4 If in the past your company has employed children under 15 years for any type of work, or children under 18 years were engaged in dangerous and exploitative work, your company ensures that those children do not enter or are at risk of entering into even worse forms of labour, including hazardous work, slave-like practices, recruitment into armed conflict, sex work, trafficking for labour purposes, and/or illicit activities. Your company develops a rights-based remediation policy and program within a UN Convention on the Rights of the Child (CRC) protective framework that covers how to withdraw the children and how to prevent that they enter into worse forms of labour. This program should include remediation projects to ensure the immediate and continued protection of children. These projects can include expert partner organizations, preferably local.	A UN CRC protective framework means that the best interest of the child is always the top priority, that their right to survival and development is respected, that you apply them to all children without discrimination, that the views of the child are heard and respected, and at all moments they are protected from violence. When the worst forms of child labour are detected, increased well-being of children and young people in Fairtrade communities should be made a priority for the company. If you choose to partner with Fairtrade and/or its child rights partner in safe withdrawal regarding the unconditional worst forms of child labour you will need a signed Child Protection Policy and Procedure that demonstrates a commitment to adopting a child rights' approach to protecting impacted children. You and your relevant staff will need to be trained on child rights methodologies and the Fairtrade Officer or another representative from senior management should be responsible for the development, ratification, implementation, and evaluation of this Child Protection Policy and Policy and Program and related actions.	3.3.0.09	The company has a register of all such workers with their names, age and type of work.	
				3.3.0.10	The company can provide details of all children working in the past and their current safe situation	The company developed a child rights-based remediation policy and program in partnership with a government al or international organisation AND its plantations are trained on child rights methodologies.
				3.3.0.11	The remediation policy and programme is in place and is adequate and is implemented.	The organization developed a child rights-based remediation policy and program in partnership with a government al or international organisation AND its plantations are trained on child rights methodologies.
3	Development Multi estate, single plantation	Fairtrade Standard 3.3.5 If there is a risk of child labour in your company, you implement relevant procedures to prevent children below the age of 15 from being employed for any work and children below the age of 18 from being employed in dangerous and exploitative work.	Relevant procedures can be keeping records of all workers stating their age, gender, identification papers, migratory status and other relevant data. Your company is encouraged to implement a youth inclusive community-based monitoring and remediation on child labour on an on-going basis. This would include: • Identifying children in or at risk of being employed in child labour; • Reporting on the status of the identified children on a regular basis; • Measuring the progress made in safely withdrawing and preventing children from being engaged in child labour; • Avoiding that children withdrawn from labour situations are substituted by other children. For suggestions on how to establish a youth inclusive community-based monitoring and remediation on child labour, please request Fairtrade's information and training materials on this from producer support team.	3.3.0.12	Risk assessment carried out that includes all required details.	Risk assessment carried out based on consultation with workers and community AND the QMS updates this assessment regularly.
				3.3.0.13	Relevant procedures are in place and includes keeping records of all workers stating their age, gender, identification papers, migratory status and other relevant data.	Rank 3 and implemented a youth inclusive community-based monitoring and remediation on child labour on an on-going basis. This would include: • Identifying children in or at risk of being employed in child labour; • Reporting on the status of the identified children on a regular basis; • Measuring the progress made in safely withdrawing and preventing children from being engaged in child labour; • Avoiding that children withdrawn from labour situations are substituted by other children.

Guidelines for the Trainer

- Materials needed:**
- ☐ Flip-sheets and markers
 - ☒ Copies of the case study (see at the end of this topic). Do NOT include the corrective measures in the copy.

Time needed: 1.5 to 2 hours minutes

- Preparations:**
- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline

Check your national law on child labour. Check the age children are allowed to work and other restrictions.

- ☐ Read the case study well so you will know what information to provide as background (see steps 15 and 16 of these guidelines).
- ☐ Make a line in the venue where you are. You can make the line with branches, masking tape, rope or any other material.
- ☐ Draw on a piece of paper a cross (X) and on the other piece of paper an okay mark (V). Paste the pieces of paper on opposite sites on the wall so the line will divide the venue into an *acceptable* side and a not *acceptable* side.

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	3.3.7	Additional requirement	3.6.0.58
Tea	3.3.1	Additional requirement	None
	3.3.2	Additional requirement	None

Session in Short

Set up: 2-5 min

Delivery:

- 5-10 min: introduction to child labour
- 30-35 min: understanding child labour
- 5-10 min: general rules against child labour
- 40-45 min: case study on child labour and child protection
- 5-10 min: applying Fairtrade requirements

Finish: 2-5 min



Set up – 2-5 minutes

- Attention:** Say that child labour is a complex issue, and your organisation has an important role to play in raising awareness and explaining all aspects of child labour to your workers and what is permissible under Fairtrade's standards.
- Title:** Tell the title of the session: *Protection children.*
- Objectives:** To discuss what your organization can do with respect to child protection.
- Benefits:** Child labour is an extremely important issue for many organisations, including the buyers of your products, Fairtrade and your government. Children have rights to be protected from exploitation and abuse and we all have a part to play in this.
- Direction:** We will not do all the requirements but rather check what needs to be done and make a plan to get it done.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction to child labour – 5-10 minutes

1. Say that to make sure we are all on the same page, you will quickly **explain** what we mean with child labour. We consider someone as a child if he/she is **below 18**. **Child labour** is work that:
 - a. is physically, mentally, socially, or morally dangerous and harmful to children; and
 - b. interferes with their schooling.
2. Ask the following **questions**:
 - a. Does your company have any **guidelines or policies** with respect to child labour?
 - b. **Why** should we be **concerned** about child labour? Child labour is against the law and stakeholders, including the buyers and consumers of your goods are concerned about child labour.
 - c. Does our country have any **legislation** on child labour? Very likely there will be a law.
 - d. **From what age** can children be employed according to our national law?
 - e. Are there any other **restrictions**?

Understanding child labour – 30-35 minutes

3. Ask: *Is it always easy to determine if something is child labour or not?* No, it is not always clear. Whether or not particular forms of “work” can be called “child labour” depends on the **child's age**, the **type** and **hours of work** done, the **conditions** under which it is performed, and the national law. The answer thus varies from situation to situation.
4. We are going to do a little **exercise** in which we will discuss different situations. You are going to describe a **situation**. Everyone has to decide if the situation is **acceptable** for a child or not and chose sides. If they think it is **acceptable**, they should stand next to the okay sign (point to the green V sign). If they think it is **not acceptable**, they should stand next to the red cross (point to the red cross).
5. Start your exercise. Every time **explain the situation** (for example: a child is weeding a farm) and let people decide if this is acceptable or not. If they think the situation is acceptable, they should stand next to the green okay sign. If they think the situation is **not** acceptable, they should stand next to the red cross. When everyone has selected a side and is standing either next to the green okay sign or the red cross, ask 1-2 people from each side **why** they have selected that side. Then you ask the questions listed below for every situation.
6. **Situation 1: A child of 14 is weeding a farm manually.**
 - a. Agree that this is **accepted** (don't mention reasons why it is accepted, you will discuss later conditions of work, working hours, etc.).
7. **Situation 2: A child of 14 is weeding a farm using cutlass or a machete.**
 - a. *What can happen when a child is handling cutlass or a machete?* The child can seriously injure him or herself.
 - b. *Why is it more likely that a child will hurt him/herself as compared to an adult?* All equipment is made for adults (with often larger hands), an adult has more experience and is more aware of what can happen if he/she is not handling the equipment carefully.
 - c. *Is this situation accepted or not?* It is **not accepted**.
8. **Situation 3: A child of 14 is weeding a farm manually on regular Wednesday morning at 10am.**
 - a. *Where should every child be on a regular Wednesday morning at 10am?* In school, because in [mention your country] children of the age of 14 are still within the compulsory school age.
 - b. *What is the compulsory school age in our country?*
 - c. *Is this situation accepted or not?* It is **not accepted**.
 - d. *But what if it is a holiday or the teachers did not show up?* Those are exceptions. In general, children of the age of 14 must be in school on a regular weekday. If it is a holiday or there is no school for some other reasons, children of 14 can help on the farm and do tasks that are appropriate for their age (you will discuss this in more detail with the following situation).

9. Situation 4: A child of 9 is weeding a farm manually on a school holiday.

- a. *Is a child of 9 allowed to weed on a farm?* No, he/she should not.
- b. *Why not?* By the law of [mention your country] children under a certain age (can be different for each country so check) are not allowed to do any work. They can help with serving food and running small errands.
- c. *Is this situation accepted or not?* It is **not accepted**.

10. Situation 5: A child of 11 is carrying a bucket of water on his/her head.

- a. *How heavy is a bucket full of water?* 15 kg.
- b. *Is a child of 8 allowed to carry a bucket of more than 15 kilograms?* No, he/she should not.
- c. *And if the child is very strong or tall?* Not even if the child is strong or tall.
- d. *What can be the consequences when a child carries a heavy load?* A child is still growing. Carrying a heavy load can deform the spine and the child will have back pains for the rest of his/her life.
- e. *Is this situation accepted or not?* It is **not accepted**.

11. Situation 6: A child of 14 is working full time (in case the age defined by the local law is lower, mention this age).

- a. *Is this situation accepted or not?* It is **not accepted** because the child is below the accepted age.

12. Situation 7: A child of 17 is mixing pesticides.

- a. *Is this situation accepted or not?* It is **not accepted** because the child is below the accepted age.
- b. *Why not?* Children below the age of 18 are never allowed to handle, mix, measure or apply pesticides because of the risks involved.



Note for the trainer:

You are free to change or add other situations from your own experience or you can ask participants to give situations.

General rules against child labour – 5-10 minutes

13. We have seen several situations that are **not accepted** for children. Ask: *Can we try to generalise what is **not** acceptable?* Refer to the situations:

- a. *Working with a machete or cutlass:* We try to avoid that children work with heavy or sharp equipment and get **seriously injured** in accidents.
- b. *What other type of work is **too dangerous**?* Collect as many answers as possible. Make sure to include handling (that includes carrying) and applying pesticides, working with heavy equipment or machinery, harvesting crops with cutlass or harvesting hook, cutting mistletoe, and pruning.
- c. *Working during school hours:* We try to avoid that children **cannot attend school** or cannot do their homework because they have to work on the farm or are too tired.
- d. *Carrying heavy loads:* We try to avoid that children do work that is **too heavy** for them which will lead to **retarded or deformed growth** and **decreasing health**.
- e. *Handling, mixing, measuring or applying pesticides.* Children under the age of 18 are **never** allowed to do this.
- f. *Working full time under the legal age.* The **legal age** of working is XX according to the local law and 15 for Fairtrade (which ever age limit is higher, applies).
- g. *Working in abusive conditions such as forced or trafficked labour.*

14. Say that all this does **not mean** children younger than 15 years cannot help their parents on the farm. **Participation** in family life and in age-appropriate agricultural tasks is generally considered to be something positive as it can help **the child learn technical and social skills**, can improve their self-esteem and contributes to their food security. It is important to ensure these light tasks **do not interfere** with a child's other rights including their time to rest, play, go to school, etc. and that the work **does not harm** their health or development.

Case study on Child Labour and Child Protection – 40-45 minutes

15. 'Discuss the **case study on Child labour and child protection** (see at the end of this topic).
- a. Split the group into **3 sub-groups**.
 - b. **Provide the background** of the case study as described in the case study.
 - c. **Allocate 1 non-conformity to each of the groups.** The groups should carefully read the issue allocated to them and formulate corrective measures to ensure that the pineapple plantation can remain certified.
 - d. Let the groups work for a few minutes.
16. **Discuss the results:**
- a. Read out loud the first non-conformity mentioned in the case study.
 - b. Ask the group who discussed this non-conformity to share their corrective measures.
 - c. Ask other groups if they agree with this corrective measure. If not, what do they propose?
 - d. Provide the suggested corrective measure as provided in the case study.
 - e. Continue with the next non-conformity. Discuss all non-conformity.

Applying Fairtrade requirements – 5-10 minutes

17. Say that Fairtrade has **5 requirements** with regards to child protection and child labour. Distribute the checklist of requirements. Ask one of the participants to read out loud all requirements. We have discussed 3.3.1 and 3.3.2. The other requirements include the development of a policy, remediation actions, and preventive actions. All this will be developed under the thematic area child protection and child labour. Agree on a date to cover the thematic area child protection and child labour.

Finish – 2-5 minutes

Summary: Summarise what child labour is and why it is important for the organisation. Repeat what is not acceptable.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What is child labour?*
- *What is acceptable?*
- *What is not acceptable?*

Next step: A policy, including remediation and preventive measures will help to comply with all requirements.

Checklist of Requirements

Year 0

3.3.1	C	Don't employ children under 15.	☐
3.3.2	C	Do not submit children under 18 to any work that puts their health, safety, morals or school attendance at risk.	☐
3.3.3	C	Establish and implement a Child Labour Policy.	☐
3.3.4	C	If in the past children under 15 have been employed or under 18 have been engaged in dangerous/exploitative work ensure these children do not enter into worse forms of labour.	☐

Year 3

3.3.5	C	If there is a risk of child labour, procedures are put into action to address it.	☐
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Case Study on Child Labour and Child Protection

During an audit at a pineapple plantation the auditor sees a number of workers who look younger than 16. The auditor checks the farms policies and finds a policy that states that no workers under 16 should be employed by the farm. The auditor asks for a list of all employees and notes that the list does not include ages/date of birth. He then asks for a random sample of pay-slips and sees that the pay-slips also do not include a reference to date of birth. He chooses a number of employees and asks for all employment records in relation to the employees. It becomes evident that during recruitment and hiring, the farm does not routinely check identification to ensure that they comply with their own policy of not hiring children under the age of 16. Because they do not know the ages of all of the workers, they are also not aware of any national legislation applicable to youth between the ages of 16 and 18.

The auditor gives the following non-conformities:

3.3.1 It is possible that the company employs children under the age of 15 as when workers are employed age is not routinely checked and documents confirming the age of employees are not included in all employee records.

3.3.2 The company policy states that they do not employ workers under the age of 16 but have no policies or programs in place that ensure that youth between the ages of 16 and 18 are not engaged in hazardous work.

3.3.3 The company has some policies in place to prevent child labour but they are not comprehensive and are also not being implemented.

In the closing meeting the farm decides that the corrective action will be to change the policy to not employ anyone under the age of 18 and to ensure that policies are implemented.

Even though the corrective measure addresses the non-conformities and might result in compliance with the Fairtrade standard, please identify the problems with the corrective action. Brainstorm corrective actions that take into account the intention of the standard.

The corrective action is likely to have a negative impact on youth (16- to 18-year-old) currently employed. The intention of the standard is to protect children and youth. In many contexts, youth are reliant on employment, both for the income and for skill development.

A more progressive corrective action would be to:

1. Identify the workforce that are between the ages of 16 and 18.
2. Ensure that working conditions for the youth are in line with national legislation, for example in SA youth can only work for a certain number of hours per week.
3. Put in place training programs for youth to develop capacity and to empower youth to take leadership positions later on.

Topic 3.3

Guaranteeing Freedom of Association and Collective Bargaining

Key Information

Definitions of workers

Workers are defined as **all workers** including migrant, temporary, seasonal, sub-contracted and permanent workers. Workers are waged employees, whether they are permanent or seasonal/temporary, migrant or local, subcontracted or directly employed. Workers include all hired personnel whether they work in the field, in processing sites, or in administration. The term is restricted to personnel that can be unionized and therefore middle and senior and other professionals are generally not considered workers.

Migrant worker is a person who moves from one area within her or his own country or across the borders to another country for employment. For purposes of interpreting requirements in this Standard, a migrant worker works for a limited period of time in the region that he/she has migrated to. Workers are not considered migrant after living one year or more in the region where they work, and if either a permanent position has been granted by the employer or legal permanent resident status has been granted.

Seasonal worker refers to a worker whose work by its character is dependent on seasonal conditions and is performed only during part of the year.

Temporary worker is a person who works at the company on a non-regular, short-term basis. A temporary worker may be a seasonal worker.

Source: Explanatory document for the Fairtrade Standard for Hired Labour

Workers as defined for the Flowers and Plants industry

Workers are defined as all workers including migrant, temporary, seasonal, sub-contracted and permanent workers. 'Workers' is not limited to field workers but includes all hired labour personnel, such as employees working in the company's administration. The term is restricted to personnel that can be unionised and therefore normally excludes middle and senior management. However, in Kenya, workers also include Supervisors who in the organization's hierarchy come immediately after/above the general worker (lowest grade supervisor; junior supervisor, senior supervisor) and no other higher level management.

Source: Fairtrade Standard for Flowers and Plants

Intent and scope

This section intends to protect workers against discrimination when exercising their human rights to organise and to bargain their working conditions collectively, based on [ILO Conventions C87](#) (Freedom of Association and Protection of the Right to Organise Convention), [C98](#) (Right to Organise and Collective Bargaining Convention), [C135](#) (Workers' Representatives Convention), [ILO Convention C141](#) (Rural Workers' Organisations Conventions) and [ILO Recommendation R143](#) (Workers' Representatives Recommendation). Companies are expected to fulfil their responsibilities to respect these human rights even where the state does not protect them.

Fairtrade International promotes the rights of freedom of association and collective bargaining and considers independent and democratic trade unions the best means for achieving this

Source: Fairtrade Standard for Hired Labour

Additional Information

Social dialogue is a permanent process for addressing working conditions and terms of employment and relations between employers and workers, or their respective organisations. It can help in anticipating potential problems and can advance peaceful mechanisms for dealing with them; and finding solutions that take into account the priorities and needs of both employers and workers.

Collective bargaining is the process in which workers, through their unions, negotiate contracts with their employers to determine their terms of employment, including pay, benefits, hours, leave, job health and safety policies. Collective bargaining is often subject to rules under national labour law to ensure a fair process. Normally, at the beginning of the bargaining process parties exchange proposals regarding the topics that they want to see included in the agreement, which they then discuss in subsequent meetings. Certified hired labour organisations are required to proactively engage in collective bargaining, especially when such processes have not been established in their region or sector. Good faith bargaining means that employers make every reasonable effort to enter into an agreement, by not threatening with business closure to pressure the workers into accepting the employer's proposal, delaying to meet with the union, withholding financial information that the union needs to determine its position or raising

new issues after exchanging bargaining proposals to draw out the process. Collective bargaining is an essential component of social dialogue and paramount to empowerment of workers.

What should I do?

Actively accept the right of workers, and their unions, to organise and to bargain by removing any barriers, cultural or structural, that would prevent them from exercising those rights. Do not tolerate negative behaviour or statements towards workers organisations made by anyone in a supervisory role. Ensure that it is clear that there will be no discrimination, threatening or intimidating behaviour shown to union members e.g., through termination, transfers, relocations, downgrading, demotions, changing conditions of work etc. Incentives must not be offered to employees to desist from joining a union or partaking in union activities.

The Freedom of Association protocol includes a mandatory Right to Unionise Guarantee which is an internal communication to workers expressing the company's guarantee to workers that they have the right to join a union and bargain collectively, and that the company will not discriminate against workers choosing to exercise these rights. The workers' right to unionise guarantee must be:

- Translated into the appropriate language,
- Explained in full to workers
- Displayed in the workplace in such a way that all workers can easily read and understand.

What is the local point of contact?

Local points of contact are local workers' rights experts who are able to support workers to know and understand their rights, and can also support them to establish and operate trade unions. This is particularly relevant for workers not represented by a trade union. The hired labour organisation should inform the workers about their local point of contact and its contact information (phone number, visiting and e-mail address), by displaying notices for all workers easily to read and understand, only where there is no union representation at the workplace,

Workers' representation

Ensure that there is some form of democratically elected and independent workers' representation. Management should provide an environment conducive for workers to take the initiative to organise themselves independently. Management cannot directly or indirectly conduct or be involved in elections related to forming or governing any kind of workers' organisation, but they can show their respect and acknowledgement of the workers' representation through regular dialogue and communication.

If support is needed for the workers to be able to organise themselves into a trade union or other type of workers' organisation and undertake an election process, then the local point of contact can provide this.

If workers choose to join an established trade union, the company is expected to provide the necessary support for the workers to attend capacity building activities provided by the union. Trade union representatives must be allowed access to the workplace at an agreed time and place, and without the interference or surveillance of management, to enable them to communicate about unionisation and to carry out their representative functions.

Interference in the freedom of association, by management, is not allowed e.g. influencing through financial or other means, favours, threats to influence workers, or by supporting one organisation over another e.g. by negotiating with one while excluding another.

It is important that elected workers' representatives are able to meet during working hours, and that meetings are scheduled and documented. Workers should be granted reasonable time off to attend union activities. Management may set rules to ensure that operational needs can be met. These representatives should meet:

- amongst themselves at least once a month for an hour
- with all workers, on average every three months
- with senior management at least every three months

The results of the meetings with senior management need to be signed and made available to workers after the meetings by posting them visibly and in the main language spoken in the workplace, on workplace notice boards.

Facilities and resources should be available, at the request of the workers' representatives, to effectively carry out their functions e.g., meeting spaces, access to independent communication facilities, and a lockable place to store files. The time needed for representatives to carry out their duties and to attend meetings also needs to be agreed on with management e.g., a planned annual schedule of meetings with times and dates indicated.

Management should encourage workers' rights training and labour training for Workers Committees.

Collective bargaining

If there is a Collective Bargaining Agreement (CBA) for the sector, in which you do business, then the company must sign and adhere to it. If you decide to collectively bargain at the company level then you must ensure that the terms and conditions of this separate agreement are not less than that of the sector agreement.

If there is no CBA in place for the sector, then the company must proactively engage in a process with the elected workers' representatives to enter into a collective agreement. Negotiations towards this collective agreement can either take place through:

- A recognized trade union, or
- With elected workers in the absence of a trade union, but only where they are authorized, by law, to bargain.

If no union is present, management and the elected workers' representatives can begin a dialogue 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. For this purpose, Fairtrade International can connect hired labour organisations with regional representatives of Global Union Federations, such as the International Union of Food Workers or the International Trades Union Congress.

For effective bargaining to take place:

- It should be done in good faith in the absence of unfair labour practices.
- Reasonable times and venues for bargaining should be provided,
- Serious consideration and responses, with reasons, should be given to proposals,
- Every reasonable attempt should be made to reach an agreement

A negotiated agreement should cover at least:

- Salary levels (usually done through a benchmarking system, taking into account salaries from comparable businesses)
- Employment manual
- Work time
- Vacation regulations
- Overtime

Where workers have decided not to form or join a union, and are not authorized to bargain collectively, the collective bargaining requirement is waived. The certifier will determine that this decision was made freely by the workers and without any kind of intimidation or coercion.

Source: Explanatory document for the Fairtrade Standard for Hired Labour

Freedom of Association Protocol

The protocol below is an example and can be found at the Fairtrade website:

https://files.fairtrade.net/standards/EN_Explan_Doc_HL.pdf



Freedom of Association Protocol

agreed by the
[Fairtrade certified Company]
hereinafter referred as **"the Company"**

1. The company agrees to respect the human rights of the workers concerned and, in particular, the human right of all workers to form or join trade unions and to collectively bargain the conditions under which their work is performed. The Fairtrade Standard includes requirements for how certified companies shall respect rights under the Freedom of Association.
2. The Company will not do anything that would have the effect of discouraging workers from forming or joining a trade union. The Company will not refuse any genuine opportunity to bargain collectively with workers even where it is not legally obligated to do so. The Company agrees to allow representatives of trade union organizations that represent workers in the sector or in the region to meet with workers on company premises at agreed times and for these meetings to be conducted without any interference or surveillance. The Company must not interfere in any way with the election by workers of their representatives. This includes conducting or monitoring or certificating elections.
3. The Company will offer the representatives necessary facilities and, within reason, time off to carry out their functions, without requiring them to work overtime. Representatives can be expected to balance these functions with operational requirements, but not to the extent that they are unable to adequately represent workers.
4. The Company agrees to promote labour relations based on mutual respect, frequent dialogue and procedural fairness between the employer, on one hand, and workers and their trade unions on the other.
5. The Company agrees that capacity building of workers is essential for them to exercise their rights. The Company agrees to provide the facilities and the time off for workers so that all workers can be made aware of their rights. The Company also agrees to provide facilities and time off for union representatives and other elected representatives to improve their negotiation skills and knowledge of labour legislation.
6. The Company agrees to give due care to promote the empowerment of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.
7. Given the importance of protecting trade union rights the Company agrees to communicate its commitment to Freedom of Association by posting a Right to Unionise Guarantee in the workplace in places that are visible for all workers. The Right to Unionise Guarantee shall be communicated to all workers, including temporary, seasonal and sub-contracted workers in their own language.

8. The Right to Unionise Guarantee shall be worded as follows:

[Company], in accordance with international human rights and Fairtrade requirements governing freedom of association, hereby guarantees all employees of [Company] the right to join or to form a union of their choice for the purposes of bargaining collectively with [Company] on working terms and conditions.

[Company] will not discriminate against any employee nor victimise any employee for exercising this right. Furthermore, [Company] will adopt a positive attitude towards any trade union organizers granted access for the purposes of talking about the benefits of trade union membership.

[Company] also will ensure that the formation of an organizing committee in the workplace is free of hindrance or interference or victimisation of the members of such a committee.

[Managing Director's name], Managing Director, [Company], Date

9. Fairtrade will designate one or more local points of contact that can inform workers about their rights and provide them with support to establish and operate trade unions in the workplace. The point(s) of contact will include contact information of one or more established trade union organization and will be made available by Fairtrade producer service teams. The Ministry of Labour or a workers' rights advocacy organization may serve as a point of contact in addition to or instead of a trade union organization. By signing of this protocol, companies commit to communicating the goal of the points of contact and posting relevant contact information in the workplace in a format and language accessible to workers.. The point of contact information is not required to be posted in workplaces where workers have been given the choice to join a trade union and have chosen not to be unionised, or if the majority of workers are already unionised.

10. Nothing in this Protocol shall set aside national legislation or the Fairtrade Standard for Hired Labour.

This Protocol was signed

Date:

Name:

On behalf of [Company]

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Fairtrade International
Bonner Talweg 177, 53129 Bonn, Germany
Tel. +49-228- 94.92.30, Fax: +49- 228- 242.17.13, email: info@fairtrade.net, www.fairtrade.net

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Major Multi estate, single plantation	Fairtrade Standard 3.4.1 Your company does not punish, threaten, intimidate, harass or bribe union members or representatives, nor discriminate against workers for their past or present union membership or activities, and does not base their hiring on not joining or giving up their union membership.	Examples of punishment include terminating, transferring, relocating, downgrading or demoting workers, denying them the opportunity to work overtime, reducing their wages, benefits, or opportunities for vocational training, or changing their conditions of work. Further, employers do not offer workers incentives to refrain from joining a union or engaging in union activities.	3.4.0.01	There have been cases of discrimination by management, but the company took successful actions.	The company has a training/awareness programme to prevent discrimination AND there are no cases of any kind of discrimination.
				3.4.0.02	The company does not base their hiring on not joining or giving up union membership.	
0	Maj Multi estate, single plantation or	Fairtrade Standard 3.4.2 Your company: - Respects the right of all workers to form or join trade unions; - Respects the right of workers to bargain collectively in practice; - Does not engage in any acts of anti-union discrimination or in any acts of interference; - Does not deny access rights for trade unions; - Accepts that it has a duty to bargain in good faith with unions; - Inform the workforce about the local point of contact and posts relevant contact information in the workplace for workers to see and understand, if no legally recognized collective bargaining agreement is in place. - Your company does not deny these rights in practice, and your company has not opposed any of these rights in the last 2 years prior to application for certification.	If there has been any opposition to these rights within two years prior to application for certification, your company will not qualify for certification unless you can demonstrate that the circumstances have changed substantially, for example a change of management responsible for prior violations and a full remediation of violations committed. The local point of contact designated by Fairtrade International, and agreed by the regional Producer Network, is intended to support workers in knowing and understanding their rights and can support workers to establish and operate trade unions. This contact point will be made available by Fairtrade producer support.	3.4.0.03	There is a written statement made public to workers, even if some workers do not know it, OR, there is no written statement, but it is implemented and most workers are aware.	Rank 3 AND all workers are aware AND the organisation actively encourages workers to form or join unions.
				3.4.0.04	The company respects the right of workers to bargain collectively in practice.	
				3.4.0.05	The company does not engage in any acts of anti-union discrimination or in any acts of interference.	
0	Core Multi estate, single plantation			3.4.0.06	There is evidence that access for unions is allowed.	RANK 3 AND the company bargains with unions in good faith.
				3.4.0.07	(Only applicable if Fairtrade International has designated local points of contact) Up to date and complete information is displayed.	Workers can demonstrate that they are aware of the local point of contact and its function.
				3.4.0.08	The company has not opposed to these rights in the last two years OR if it has, there is proof that the circumstances have changed.	The company has never opposed to these rights.
0	Core Multi estate, single plantation	Fairtrade Standard 3.4.3 Your company actively accepts the conditions in requirement 3.4.2 by signing the Freedom of Association (FoA) protocol provided by Fairtrade International in Annex 3 to this Standard. In case the ownership or senior management of a company changes, the FoA protocol is signed by the new owners/management within 3 months.	None	3.4.0.09	The company has signed the Freedom of Association protocol provided by Fairtrade International in Annex 3 to the Hired Labour Standard.	
				3.4.0.10	(Only applicable if the ownership or senior management of a company changes) The FoA protocol is signed by the new owners / management within 3 months.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.4.4 Workers' right to unionize guarantee, which is included in the Freedom of Association protocol, is communicated to workers by at least: - Translating it into the appropriate languages - Displaying it publicly in the workplace.	This requirement enables your company to ensure workers' Freedom of Association rights are clearly communicated and understood by all employees. This demonstrates your company's commitment to adopting an open and positive attitude to workers organizing themselves.	3.4.0.11	The Workers' Right to Unionise Guarantee, which is included in the Freedom of Association protocol, has been communicated to workers by having it translated at least into the appropriate languages and by having it displayed publicly in the workplace.	RANK 3 AND there is documented evidence of having communicated verbally to all the workforce in a language understood by the workers.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.4.5 Whether there is a trade union in presence or not, your company allows representatives of trade union organisations that represent workers in the sector or region to meet with workers on company premises in order to communicate about unionization and/or to carry out their representative functions at an agreed time and place. Workers may also choose to meet with these trade union representatives at any other location. Times and locations of these agreed meetings are reasonable and management does not interfere in any way with, or conduct any surveillance of these meetings. Where workers are not included in a collective bargaining relationship, the certification body will determine whether there was any intimidation or coercion involved in this decision.	A trade union is a permanent organisation established to represent workers, including through collective bargaining over the terms and conditions of their work. The legitimacy of a trade union is determined by the extent that it is independent and controlled by its members. Workers should always be allowed to attend union meetings during scheduled breaks and outside of working time. Workers may also choose to meet with these trade union representatives at any location. The local point of contact designated by Fairtrade International can support workers and facilitate meetings between workers and trade unions (see 3.4.2).	3.4.0.12	Management allows such meetings outside working hours and provide space for this.	Management actively encourage workers to meet and provide reasonable resources, including paid working time, for this.
				3.4.0.13	Times and locations of these agreed meetings are reasonable.	
				3.4.0.14	Are present during meetings at request of TU/Workers and do not interfere OR are not present.	Are not present and provide a conducive environment for the meetings.
				3.4.0.15	(Only applicable where workers are not included in a collective bargaining relationship) There is explicit proof provided that no intimidation or coercion was involved in this decision.	
0	Major Multi estate, single plantation	Fairtrade Standard 3.4.6 There is some form of democratically elected and independent workers' organisation established to represent workers in the company and negotiate with management.	If workers wish to establish a trade union in the workplace, the company is expected to provide the necessary support to help further the capacity of those workers wishing to do so. Those workers will be afforded, within reason, paid time off to attend those capacity building activities. See requirement 1.2.3 on allocation of resources and time for such activities. The local point of contact can support workers to organise and enter a process of collective bargaining (see 3.4.2).	3.4.0.16	There is a form of democratically elected and independent workers' organisation established to represent workers in the company and negotiate with management.	The company provides its support for Union activities to take place AND the company bargains with unions in good faith.
0	Core Multi estate, single plantation	Workers take the initiative themselves and are allowed to organise independently of management. Management is expected to provide the opportunity to workers to organise, but they do not interfere in the process nor directly or indirectly conduct elections related to the formation, recognition or governance of this organisation. Your company respects the self-organisation of workers by engaging with representatives of these organisations through regular dialogue.		3.4.0.17	Management allows workers to organise.	Management actively encourage workers to meet and provide reasonable resources, including paid working time, for this.
				3.4.0.18	Management allows workers to organise.	Management actively encourage workers to meet and provide reasonable resources, including paid working time, for this.
				3.4.0.19	Management does not interfere in the process nor directly or indirectly conduct elections related to the formation, recognition or governance of workers organisation.	
				3.4.0.20	The company respects the self-organisation of workers by engaging with representatives of these organisations through regular dialogue.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.4.7 Your company does not interfere in any way with the freedom of association by controlling or obstructing trade unions or other elected worker representatives or supporting one workers' organisation over another.	Interference could include supporting workers' organisations by financial or other means, or making promises or threats that influence workers to join or not join certain workers' organisations. Supporting one organisation over another could include negotiating with one while excluding another or providing facilities for one and not for another.	3.4.0.22	The company does not interfere in any way with the freedom of association by controlling or obstructing trade unions or elected worker representatives or supporting one workers' organisation over another.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.4.8 Your company ensures that trade union/elected worker representatives: - Have access to all workers in the workplace during working time without interference or the presence of management representatives and at agreed times, on average every three months; - Can meet among themselves during regular working hours, at least once a month for one hour; - Meet representatives of senior management during working hours at least once every 3 months. These meetings are scheduled on a regular basis and are documented.	Worker representatives should be granted reasonable time off to attend union activities. Management may set rules to ensure that operational needs can be met. Time constraints should not jeopardize exercising the right to organise. See 1.2.3 for allocation of resources for these meetings. 'Senior management' means those empowered to take decisions. Meetings with senior management serve to discuss workers' grievances and management's concerns. It is recommended that workers are encouraged to share their opinions in regular work meetings with their supervisor to resolve mutual concerns informally and prevent escalation.	3.4.0.23	The company ensures that trade union/elected worker representatives have access to all workers in the workplace during working time without interference or the presence of management representatives and at agreed times, on average every three months.	RANK 3 AND the company has pro-active programme for the elected worker representatives to access all workers on average at least one meeting every three months during working time without interference or presence of management representatives.
				3.4.0.25	The company ensures that elected worker representatives meet with representatives of senior management during working hours at least once every 3 months.	RANK 3 AND the company has a pro active programme for the elected worker representatives to meet senior management representatives at least once every 3 months.
				3.4.0.26	Meetings between elected worker representatives and representatives of senior management are scheduled on a regular basis and are documented.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.4.9 Results of the meetings with senior management (see 3.4.8) are signed and documented following the meeting.	Workers should be made aware of relevant meeting outcomes through their representatives. Management may post these outcomes with the agreement of meeting participants.	3.4.0.24	The company ensures that elected worker representatives can meet among themselves during regular working hours, at least once a month for one hour.	RANK 3 AND the company has pro-active programme for the elected worker representatives to meet among themselves during regular working hours, at least once a month for one hour
				3.4.0.27	Results of the meetings of worker representatives with senior management are signed and documented following the meeting.	
1	Core Multi estate, single plantation	Fairtrade Standard 3.4.10 (Only applicable in countries where a Collective Bargaining Agreement (CBA) is agreed for the sector in which the company does business) In countries where a Collective Bargaining Agreement (CBA) is agreed for the sector in which your company does business, your company signs and adheres to this agreement. Collective bargaining at the company level may take place even if a sector-wide collective agreement exists, however company level agreements do not provide lesser terms and conditions than the sector-wide agreement.	None	3.4.0.28	The company has signed and adheres to this agreement.	
				3.4.0.29	(Only applicable if the company has a separate CBA at the company level) The company level CBA agreements do not provide lesser terms and conditions than the sector-wide CBA agreement.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 3.4.11 (Only applicable if there is no CBA in place) If there is no CBA in place, your company proactively engages in a process to enter into a collective agreement with elected worker representatives. Your company does not refuse any genuine opportunity to bargain collectively with workers. Negotiations can take place with a recognized trade union or with elected worker representatives in the absence of a trade union, but only where such elected worker representatives are provided for by law and are legally authorized to bargain (see 3.4.6). In cases where workers have freely and specifically decided to not form or join a trade union and are not otherwise legally authorized to collectively bargain, then the collective bargaining requirement is waived. In these situations the certification body will determine whether there was any intimidation or coercion involved in this decision. The decision cannot be the result of any vote in which management was in any way involved.	Trade unions have the right, through collective bargaining or other lawful means, to seek to improve the living and working conditions of those members the trade unions represent. Employers shall respect this right by accepting that there is a duty to bargain in good faith where workers want to exercise this right. Accepting the duty to bargain means that the company shall accept reasonable times and venue for bargaining, participate in meetings, give serious consideration and a response to proposals, and provide reasons for its responses. Moreover, the companies should make every reasonable attempt to reach agreement. A negotiated agreement between a recognized trade union or elected worker representatives and management should cover the topics normally covered by a CBA. This should at least include salary levels, an employment manual, work time, vacation regulations and overtime. The local point of contact can act as a facilitator in this process (see 3.4.2). It is recommended that salaries are negotiated between management and the trade union 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. If no union is present, management and the elected workers' representatives can begin a dialogue 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.	3.4.0.30	The company proactively engages in a process of negotiations with a recognized trade union or with legally authorised worker representatives to enter into a collective agreement.	The company makes every reasonable attempt to reach agreement.
				3.4.0.31	The company has not refused any genuine opportunity to bargain collectively with workers.	
				3.4.0.32	(Only applicable in cases where workers have freely and specifically decided to not form or join a trade union and are not otherwise legally authorized to collectively bargain) (Not applicable if there are no unions active in the sector/ region or the workers have joined unions that can take part in CBA) The company has not used any intimidation or coercion to make workers take this decision (see 3.4.4). The decision is not the result of any vote in which management was in any way involved.	If no union is present, management and the elected workers' representatives can begin a dialogue 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.
				3.4.0.33	(Only applicable if there is a CBA or workers representatives are legally authorized to collectively bargain) All negotiated agreements between a recognized trade union or elected worker representatives and management cover the topics normally covered by a CBA. This at least includes salary levels, an employment manual, work time, vacation regulations and overtime.	The CBA is extensive and covers other areas as well AND salaries are negotiated between management and the trade union 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.

Guidelines for the Trainer

Materials needed:

- Flip-sheets and markers
- ☐ Copies of the Freedom to Association Protocol (see after key information)
- ☐ Keep the requirements of the Fairtrade Standard for Hired Labour at hand
- ☐ Copies of the case study (see at the end of this topic). Do NOT include the corrective measures in the copy.

Time needed:

1.5 to 2 hours

Preparations:

- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline
- ☐ Check if the country you are working in has ratified the ILO conventions mentioned in the Fairtrade Standard for Hired Labour, section 3.4.

Product specific requirement: None

Session in Short

Set up: 2-5 min

Delivery:

5-10 min: introduction to freedom of association and collective bargaining

30-35 min: complying with requirements concerning freedom of association

5-10 min: complying with requirements concerning collective bargaining

40-45 min: case study on freedom of association and collective bargaining

Finish: 2-5 min



Set up – 2-5 minutes

Attention: Ask who of them is member of a club (can be a sport, social or any other type of club). Then ask who of them is member of a professional organisation (for the sector or businesses). Say that also workers can become member of a professional organisation or union.

Title: Tell the title of the session: *Guaranteeing freedom of association and collective bargaining*.

Objectives: During this session, we are going to discuss Fairtrade requirements concerning freedom of association and collective bargaining.

Benefits: It is a human right for workers to organise and to bargain their working conditions collectively. These rights are described in several documents of the International Labour Organisation (ILO) and ratified by our country.

Direction: We will only focus on Fairtrade requirements, not on any other issues linked to unions or associations.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction to freedom of association and collective bargaining – 5-10 minutes

1. Ask the following questions:

- a. *Who can mention a profession where it is very normal for employees to be member of a union?* Let several people answer. Good examples are teachers and nurses.
- b. *Why are these people member of a union?* To **protect their interests** and **improve their working conditions**.
- c. *If they want to protect their interest and improve working conditions, **why is it necessary** to form a union? Why can't they just talk to their employees?* Let several people give their opinion without giving your opinion.
- d. *If you go to the market and you buy something, do you pay the first price that is asked?* No, you negotiate.
- e. ***Why** do you negotiate?* To arrive at a **price** that is **good for you** and good for the person selling the article. Negotiation on a market is completely normal but negotiating about your salary or working conditions might not be so easy. A union can **help you** and will also avoid that every single person has to negotiate with the employer.

Complying with requirements concerning freedom of association – 30-35 minutes

2. Say that the first step for the company is to sign the **Freedom to Association Protocol** as provided by Fairtrade (**requirement 3.4.3**). Distribute the protocol. Give everyone some time to read it. Say that with this protocol you can actively accept and commit yourself to Freedom of association.
 - a. Summarise the main points of the document:
 - **Respects** the right of all workers to form or join trade unions;
 - **Respects** the right of workers to bargain collectively in practice;
 - **Does not** engage in any acts of anti-union discrimination or in any acts of interference;
 - **Does not** deny access rights for trade unions;
 - **Accepts** that it has a duty to bargain in good faith with unions;
 - **Informs** the workforce about the local point of contact and posts relevant contact information in the workplace for workers to see and understand, if no legally recognized collective bargaining agreement is in place.
 - b. Ask: **Who should sign** this document? It should be signed by the Managing Director. In case the MD is present, let him/her sign the document.
 - c. **Where** are you going **to keep** the document so it can be easily found and shown to the external auditor?
 - d. How can the company guarantee that what is in the protocol **will be followed** (requirement 3.4.2)?

- e. *How are you going to **communicate** the content of the protocol to all (requirement 3.4.4)?* Agree how this is going to be done, who will do it and when. Think about translating the document in local languages, displaying it in the workplace where everyone can see it, and explaining it orally to everyone. Write the action points on a flip-sheet.
- 3. Say that requirement 3.4.1 states that your company does **not punish, harass, or discriminate** Union members or representatives of unions.
 - a. *Can someone give an example of punishment?* This can be terminating, transferring, relocating, downgrading or demoting workers, denying them the opportunity to work overtime, reducing their wages, benefits, or opportunities for vocational training, or changing their conditions of work.
 - b. *How can your company avoid that this is being done?* In case any of this happens, it needs to be recorded with a clear reason of why this happened to rule out any punishment because of membership of a union. It should be avoided that these decisions can be taken by one person.
- 4. **Distribute the checklist of requirements.** Say that we already covered requirements 3.4.1 to 3.4.4. Go together over requirements 3.4.5 to 3.4.9. Let someone read one requirement, after which you provide additional information (you can read out loud the full requirement as described in the Fairtrade Standard). Then you can ask some questions per requirement:
 - a. Requirement 3.4.5 (**allow trade unions to meet with workers**):
 - *What is "**reasonable**" for time and locations of agreed meetings between trade unions and workers?* According to the Compliance Criteria, workers should always be allowed to attend (external) union meetings during scheduled breaks and outside of working time.
 - b. Requirement 3.4.6 (**there is a form of workers representation**):
 - *Is there already some kind of organisation for workers within the company?*
 - *If not, why not? Are workers aware they are allowed to organise themselves? Are there any obstructions that prevents the workers from organising themselves?*
 - *If yes, does the company provides its support for Union activities to take place? How can this be done?*
 - *If yes, does management actively encourage workers to meet? How can this be done?*
 - *If yes, is the union provided with reasonable resources, including paid working time, for this? How can this be done?*
 - c. Requirement 3.4.7 (**do not interfere by controlling or obstructing unions or representatives**). No specific questions.
 - d. Requirement 3.4.8 (**workers' representatives can meet during working hours**):
 - *What should you do if the workers' representatives never meet with other workers?* The management should get to know the root cause and act accordingly. Possible

solutions might be that the management should empower (through trainings) the workers representatives on the importance of the meetings or the workers can elect new representatives who can represent their issues.

- *What should you do if the workers' representatives do not want to meet with management?* The workers should get to know the root cause and act accordingly. A possible solution might be that the workers can decide to elect new representatives.
- e. Requirement 3.4.9 (**results of meetings with management are documented and signed**):
 - *Who should document the results?* To ensure it will be done, it should be agreed in advance who will do this.
 - *Where should the signed document be stored?* The workers representatives should get a copy and management should get a copy.

Complying with requirements concerning collective bargaining – 5-10 minutes

5. In addition to the requirements concerning freedom of association, there are two requirements concerning **collective bargaining**. Ask: *Is there a collective bargaining agreement for the sector?* If yes, requirement 3.4.10 applies. If no, requirement 3.4.11 applies.
6. In case **requirement 3.4.10** applies. Read the requirement out loud and ask:
 - a. *Did your company sign and adhere to this agreement?*
 - b. *If not, why not? Are you willing to sign it next year?*
7. In case **requirement 3.4.11** applies. Read the requirement out loud and ask:
 - a. **What** should be **part of** a collective bargaining agreement? It should cover wages but can also cover hiring practices, layoffs, promotions, job functions, working conditions and hours, worker discipline and termination, and benefit programs.
 - b. *Is there already **some form of negotiations** between management and workers? If yes, what is part of the agreement?*
 - c. *If there is no collective bargaining agreement in place, how can you **start this process**?* Agree on action points and write them on a flip-sheet.

Case study on freedom of association and collective bargaining – 40-45 minutes

11. Discuss the **case study on Freedom of association and collective bargaining** (see at the end of this topic).
 - a. Split the group into **3 sub-groups**.
 - b. **Provide the background** of the case study: On a farm in South Africa the Workers Committee (WC) has been appointed by management rather than having been elected by workers. They are completely ineffectual as they hold no meetings among themselves, with fellow workers or with management. None of the workers are union members and, as such, workers are completely un-represented.

- c. **Explain the assignment:** each group will receive 2 non-conformities that were discovered during an audit. Each group should formulate corrective measures.
- d. Allocate 2 non-conformities to each group.
- e. Let the groups work for 5 to 10 minutes.

12. Discuss the results:

- a. Read out loud the first non-conformity mentioned in the case study.
- b. Ask the group who discussed this non-conformity to share their corrective measures.
- c. Ask other groups if they agree with this corrective measure. If not, what do they propose?
- d. Provide the suggested corrective measure as provided in the case study.
- e. Continue with the next non-conformity. Discuss all non-conformities.

Finish – 2-5 minutes

Summary: Summarise what freedom of association and collective bargaining means. Repeat some of the requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What is freedom of association?*
- *Why is it important for Fairtrade?*
- *What is collective bargaining?*
- *What should be in an agreement?*

Next step: Check any agreed actions and ensure it is agreed who should take action and when.

Case Study on Freedom of Association and Collective Bargaining

On a farm in South Africa the Workers Committee (WC) has been appointed by management rather than having been elected by workers. They are completely ineffectual as they hold no meetings among themselves, with fellow workers or with management. None of the workers are union members and, as such, workers are completely un-represented.

The following non-conformities were raised by an auditor during a renewal audit:

- The WC has not been democratically elected, but appointed by management (CC 3.4.0.16).
- No information on local unions is provided in the workplace (CC 3.4.0.07).
- The 'Right to Unionise' guarantee has not been translated into the appropriate language and been

visibly displayed in the workplace.

- Management does not allow the Workers Committee members to meet on their own on a regular basis, or alone with workers during working hours (CC 3.4.0.19, CC 3.4.0.23 and CC 3.4.0.24).
- Management is not meeting with the Workers Committee; there are no minutes as a result and no feedback to be given to the workers (CC 3.4.0.25, CC 3.4.0.26 and CC 3.4.0.27).
- No wage negotiations have been held between management and the Worker Representatives (CC 3.4.0.04).

Provide the possible corrective measures that can be implemented to ensure the farm/plantation gets certified.

Possible corrective measures suggested:

- Information on local union contact names and numbers will be visibly displayed in the workplace (CC 3.4.0.07).
- The workers 'Right to Unionise' guarantee will be translated into the relevant language, signed by management and visibly displayed in the workplace (CC 3.4.0.11); it will also be explained to all workers at the AGM held to elect a new Workers Committee.
- A General Assembly (GA) of workers will be held to, among other things, democratically elect a Workers Committee (CC 3.4.0.16).
- A schedule for all WC meetings to be held will be drawn up and adhered to (meetings without management, quarterly meetings with management and meetings with workers – all to be held during working hours) (CC 3.4.0.19, CC 3.4.0.23, 24, 25, 26, 27).
- Wage negotiations will be held between management and Workers Committee on an annual basis and the results will be shared with the workers (CC 3.4.0.04).

Checklist of Requirements

Year 0

3.4.1	C	No punishment, harassment or discrimination for Union members or representatives.	☐
3.4.2	C	Ensure the following: • Workers' rights to join unions are respected • Workers' rights to bargain collectively are respected • No anti-union discrimination or interference takes place • Trade unions are not denied access rights • Bargain in good faith with workers • Inform the workforce about the local point of contact and communicate contact information.	☐
3.4.3	C	Accept the conditions in 3.4.2 by signing the Fairtrade International Freedom of Association (FoA) protocol.	☐
3.4.4	C	Communicate the 'Workers' Right to Unionize Guarantee' (included in the Freedom of Association protocol) in such a way that all workers are aware.	☐
3.4.5	C	Allow trade union representatives to meet the workers.	☐
3.4.6	C	There is a form of democratically elected and independent workers representation.	☐

3.4.7	C	Do not interfere with freedom of association by controlling or obstructing trade unions or workers representation.	☐
3.4.8	C	Workers' representatives can meet amongst themselves, with all workers and with senior management during working hours.	☐
3.4.9	C	Results of meetings held with senior management are signed and documented.	☐

Year 1

3.4.10	C	Sign and adhere to the sector Collective Bargaining Agreement (CBA).	
3.4.11	C	If no CBA in place, proactively engage in process to enter into one.	

Topic 3.4

Guaranteeing Conditions of Employment

Key Information

Good practices on payment of workers, working time, work organisation, maternity protection, sick leave, social security, workers' housing and arrangements to adapt working life to the demands of life outside work are core elements of the employment relationship and of the protection of workers' rights.

Living Wage

- **Living wage:** the remuneration received for a standard work week by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transport, clothing, and other essential needs including provision for unexpected events.
- **Remuneration:** consists of wages, other monetary benefits and in-kind benefits.
- **Real wage:** wages that have been adjusted for inflation.

Note that the calculation of remuneration can also include in-kind benefits. Rules apply for attributing a monetary value to those benefits for the purpose of complying with the Hired Labour Standard and in particular for determining whether the worker receives a Living Wage. For example:

- The value of all in-kind benefits cannot exceed 30% of the remuneration package.
- The benefit should be regularly provided to the worker; the in-kind benefit – for example housing or transportation – should be of decent quality.
- The value cannot exceed the cost to the employer.
- The value cannot exceed the cost of the substitute chosen by the worker, provided it is of decent quality. Importantly, the value of individual benefits arising from Premium use cannot be counted towards remuneration received.

If wages are below the Fairtrade living wage benchmarks, make sure that the company negotiate with the elected workers' representatives and increase real wages on an annual basis until the living wage is reached. Once the living wage is reached then wage increases should continue to keep up with inflation.

Punishments (disciplinary action) cannot be in the form of deduction of wages.

Contracts

Contracts should include, at least:

- Job description
- Working hours
- Pay rate
- Overtime regulation
- Social benefits
- Entitlements and deductions Annual paid leave
- Protection of the worker from loss of pay in the case of illness, disability or accident
- Notice period of termination; equal for the employee and employer

Requirements for different types of work and employment

Different types of work and employment categories exist within the different hired labour organisations, which can include regular and non-regular work, work carried out by permanent workers, seasonal/temporary and by local and migrant workers.

Make sure that all workers have equivalent benefits and employment conditions for equal work performed.

Using sub-contractors

When using a sub-contractor to find workers:

- Develop appropriate selection criteria for choosing a contractor.
- Ensure you have seen and approved the contractor's credentials.
- Ensure that the contractor commits themselves through a signed contract to provide services in compliance with national legislation and with specific requirements in the Fairtrade Standard (Labour conditions: wages, contracts and working hours, Freedom of Association, forced and bonded labour, child labour, discrimination and health and safety).
- Ensure that the contractor agrees to be audited by the certification body if appropriate.
- Ensure that the contractor provides you with records of the numbers of subcontracted workers, their hours of work and payments.
- Ensure that if a contractor is used to employ migrant seasonal workers, effective measures are in place to ensure that they comply with the Fairtrade standards for hiring and working conditions.

Grievances procedures

Many hired labour organisations already have a grievance mechanism in place, especially when prescribed in a collective agreement. However, some organisations have not given sufficient attention to the quality of process to ensure access, timeliness, transparency, accountability, appeal and protection of the human rights of the complainant. Clearly, the availability of a suggestion box or an open-door policy cannot pass as a credible complaint mechanism. Workers tend to consider procedural fairness as important as a favourable decision on their grievance. An adequate grievance mechanism will allow for workplace issues to be resolved effectively, so that they do not simmer and grow into full-fledged industrial disputes.

In particular, the grievance procedures must:

- Allow workers to complain either directly or anonymously
- Allow for third parties to complain directly or anonymously
- Ensure that an effective and timely output is reached
- Protect workers who file the complaint
- Ensure that the complainant gets a full report on action or procedures taken on the complaint, and that there is an appeals process in place.
- Include procedures for cases of sexual harassment, which for women is linked to a senior female manager who is acceptable by the woman workers and for other cases is linked to an equivalent manager.

Housing

If housing is provided, the company must ensure that:

- It is structurally safe, e.g. the structure will not collapse without due warning and will withstand typical weather of the region.
- Is decent, private, secure and hygienic.
- Is maintained and improved regularly.
- Sanitary facilities (toilets and bathrooms) are provided in reasonable numbers (at least 1 toilet/

- bathroom: 25 people) with clean water and of a style that is in accordance with regional practices.
- If rent is charging for housing then it must be the same as local average prices.
- If the majority of workers are provided with free housing then those who are not able to receive free housing must be compensated with an allowance to rent a house of the same standard.
- Workers have the freedom to choose whether they want to be housed on the farm or not.

Family housing and dormitories

- Enough natural light during the daytime and access to sufficient artificial light, to be able to read by.
- Ventilation that ensures sufficient movement of air in all conditions of weather and climate, and in the case where there is an interior fire for heating or cooking.
- A supply of safe potable water that is enough for drinking and eating requirements.
- Sanitary facilities that provide privacy, hygiene, and are sufficient in number.
- Drainage that ensures hygiene and avoids environmental pollution.
- Fire safety measures.
- Safe electrical installations where they exist.

Dormitories

- Separate accommodation of the sexes.
- A separate bed for each worker.
- Adequate headroom, providing full and free movement.
- The minimum inside dimensions of a sleeping space should be at least 198 cm by 80 cm.
- Beds should not be arranged in tiers of more than two.
- Bedding and bedframe materials should be designed to deter vermin.
- Heating where appropriate.
- Adequate furniture for each worker to secure his or her belongings.

Source: Explanatory document for the Fairtrade Standard for Hired Labour

More information

- For more information on Living Income and wages, see training manual on thematic topics on Living Income.
- For more information on Workers' rights, see training manual on thematic topic on Workers' Rights.

Best practices

All workers are employed directly by the farm and have compliant contracts – wages are updated annually (subsequent to negotiations with Workers Committee) on an attached and signed annex to the contract. All deductions from pay are within the legal guidelines and signed for by the respective workers. Pay slips are comprehensive and compliant with requirements of National Legislation. Contracts clearly state that overtime is voluntary and there is a transparent system for recording overtime when worked.

Housing is within guidelines and well maintained, and each homeowner has a signed housing contract in place with the company.

Compliant grievance and breastfeeding policies are in place; the workers are reminded of the implementation of these policies annually at the Annual General Meeting (held while temporary/ seasonal workers are present) and as a result, make full use of both if/ when required.

Background Information

This section intends to ensure good practices regarding the payment of workers and their conditions of employment based on ILO Conventions C95 (Protection of Wages Convention), C100 (Equal Remuneration Convention), and C110 (Conditions of Employment of Plantation Workers Convention).

This section also intends to ensure good practices regarding sick leave, social security, maternity protection and workers' housing based on ILO Conventions C102 (Social Security (Minimum Standards) Convention), Part III, C121 (Employment Injury Benefits Convention), C130 (Medical Care and Sickness Benefits Convention), C183 (Maternity Protection Convention) and ILO Recommendation R115 (Workers' Housing Recommendation).

Source: Fairtrade Standard for Hired Labour
Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.1 Your company sets wages for workers and other conditions of employment according to legal or CBA regulations where they exist, or at regional average wages or at official minimum wages for similar occupations; whichever is the highest, with the intention of continually increasing salaries (see 3.5.4). Your company specifies wages for all employee functions and employment terms, such as piecework.	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.	3.5.0.1	Salaries ≥ legal minimum, CBA or regional average.	RANK 3 AND all legal provisions and agreed benefits are respected for all workers.
				3.5.0.2	Organisation informs verbally OR refers to external sources of information (CBA, legal regulations) AND all interviewed workers know roughly how much they will earn.	Salary categories (including all additional benefits) are specified in writing and made known to all workers in a way that is easy to understand.
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.2 Your company does not make deductions from salaries unless they are permitted by national laws, fixed by a collective bargaining agreement or the employee has given his/her written consent. If your company makes deductions from salaries for services it provides, the amounts are in line with the actual costs incurred by your company, and are not used for disciplinary purposes.	An example of deductions for services provided includes housing, and in some cases Premium loan repayments are deducted from the payroll.	3.5.0.3	Deductions from salaries are only made if they are permitted by national laws, fixed by a collective bargaining agreement or the employee has given his/her written consent.	
				3.5.0.4	(Only applicable if deductions are made from salaries by the company for services it provides) The deducted amounts are in line with the actual costs incurred by the company, and they are not used for disciplinary purposes.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.3 For work based on production, quotas and piecework, during normal working hours, your company pays the equivalent to average hourly waged work based on a manageable workload. This is not below a proportionate minimum wage or the relevant industry average, whichever is higher. Information about this pay rate is transparent and available for all workers and worker organisations.	None	3.5.0.5	Salaries ≥ legal minimum, CBA or regional average.	RANK 3 AND all legal provisions and agreed benefits are respected for all workers.
				3.5.0.6	Organisation informs verbally OR refers to external sources of information (CBA, legal regulations) AND all interviewed workers know roughly how much they will earn.	Pay rate (including all additional benefits) is specified in writing and made known to all workers in a way that is easy to understand.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 3.5.4 If remuneration (wages and benefits) is below the living wage benchmarks as approved by Fairtrade International, your company ensures that real wages are increased annually to continuously close the gap with living wage. The incremental steps and timeline toward the applicable living wage are negotiated with trade union/elected worker representatives.	Remuneration' consists of wages, other monetary benefits and in-kind benefits. The living wage benchmarks approved by Fairtrade International are the "Living Wage Reference Values" published by the Global Living Wage Coalition, published at www.globallivingwage.org. Once a living wage is reached, wage increases are expected to continue to keep up with inflation at a minimum to maintain purchasing power. Where living wage benchmarks (LWB) have not yet been established, regular wage increases are required in addition to increases for inflation. Real wages refer to wages that have been adjusted for inflation. The real wage increase is intended to raise wage levels to an eventual living wage. To ensure that real wages are increased and to show this your company uses a table or platform where a full salary calculation is reflected. The data provided in this table will be verified by the assurance provider. As a basis for the negotiation of incremental steps and timeline toward the applicable living wage your company makes the LWB available to TU and worker representatives. Timeline and steps agreed in the negotiation are available in writing. The Wage negotiations with trade unions or elected worker representatives can take place in different periods such as every year, every two or even three years, depending on the term or duration of the wage agreements. Nevertheless, real wages are increased every year according to the average annual inflation for the country.	3.5.0.7	There have been real wage increases (increases above average annual inflation rate for the country) in the last year based on a full salary calculation.	RANK 3 AND the company can explain how they will reach the living wage based on wage gap assessment tool to measure the gap between the living wage benchmark and the current wages AND the company has applied all necessary measures to reach living wage defined by Fairtrade International and there is a written commitment.
				3.5.0.8	Steps for remuneration increases and (if a living wage benchmark is available) the timeline towards achieving the applicable living wage are negotiated with elected worker representative or trade unions.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.5 Your company makes payments to workers at regularly scheduled intervals and documents the payments with a pay-slip containing all necessary information. Payments are made in legal tender.	None	3.5.0.10	Payslips are issued regularly containing all required information in a form understood by workers.	RANK 3 AND a payslip is issued along with the salary each month.
				3.5.0.11	Payment is made in legal tender.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.6 Your company has a legally binding written contract of employment with all permanent workers, signed by worker and employer that includes at least the following: job description, working hours, pay rate, overtime regulation, social benefits entitlements and deductions, annual paid leave, protection of the worker from loss of pay in the case of illness, disability or accident, and a notice period for termination that is the same as the notice period for the employer.	As guidance to draft the contracts, your company can use sector specific contracts guidance where applicable. Other details from the collective bargaining agreement can also be included.	3.5.0.27	All permanent workers have signed contracts that include at all requirements as per this CC.	RANK 3 AND each worker has a copy of the contract signed (3.5.8) AND contracts are verbally explained and in a language understood by the worker.
1	Core Multi estate, single plantation	Fairtrade Standard 3.5.7 Temporary workers who are employed for a period of 3 months or more of uninterrupted service have a legally binding written contract of employment with a job description, signed by employee and employer. In which case 3.5.8 also applies. In the case of dissolution of the contract, the notice period is identical for employer and employee.	The contract safeguards the workers from loss of pay in the case of illness, disability and accident.	3.5.0.28	All temporary workers employed for a period of 3 months have signed contracts that include at all requirements as per this CC.	RANK 3 AND each worker has a copy of the contract signed (3.5.8) AND contracts are verbally explained and in a language understood by the worker.
				3.5.0.29	In case of dissolution of the contract the notice period is identical for employer and worker.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.8 Your company ensures that all workers are aware of their rights and duties, responsibilities, salaries, and work schedules as part of the legal labour contract. You ensure that workers have a signed copy of their employment contract and that they understand the content by providing it in a format and language they understand.	None	3.5.0.32	Induction trainings are provided for all new workers on their rights and duties according to their contracts.	Regular awareness raising sessions on the workers' rights and duties are carried out.
				3.5.0.33	Workers have a signed copy of their employment contract in a format and language they understand.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.9 Your company complies with applicable national and local legislation and industry standards regarding working hours and overtime regulations. Your company does not require workers to work in excess of 48 hours per week on a regular basis.	Exceptions to the 48 hour requirement are possible when workers are 'on call'. Premium rates apply for overtime (see 3.5.12).	3.5.0.35	The company complies with applicable national and local legislation and industry standards regarding working hours and overtime regulations.	
				3.5.0.36	The company does not require workers to work in excess of 48 hours per week on a regular basis.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.10 Your company allows workers at least one day of rest for every 6 consecutive days worked, unless exceptional circumstances apply. For exceptional circumstances, your company requests an exception from the certification body, which will only be granted for one calendar year. An exception granted by the certification body is communicated to workers and cannot be in contradiction with national legislation. It is your company's responsibility to ensure being in compliance with the labour legislation in your country. An exception is valid for a maximum of 12 weeks per calendar year. It will not allow workers to work more than 14 hours per day or more than 72 hours per week or more than 18 continuous working days without rest.	Exceptional circumstances are, for example, peak production periods or changing weather conditions.	3.5.0.37	The company allows workers at least one day of rest for every 6 consecutive days worked, unless exceptional circumstances apply.	
				3.5.0.38	The exception granted by FLOCERT is still valid and working time limits are not exceeded.	
				3.5.0.39	The exceptions granted by FLOCERT are communicated to workers in form and language understood by workers.	Conditions for exceptional circumstances agreed and signed by workers.
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.11 Your company does not require overtime work. Overtime is allowable if it is voluntary and not used on a regular basis and does not extend over a period of more than 3 consecutive months. It does not exceed 12 hours per week, unless exceptional circumstances apply (see 3.5.10). In all cases overtime rates apply (see 3.5.12). National legislation is complied with if it exceeds this requirement.	Exceptional circumstances are for example peak production periods or changing weather conditions.	3.5.0.40	Overtime is voluntary and not required on regular basis.	
				3.5.0.41	There is a control by HR department that follows the criteria. However there are some periods where overtime limits are exceeded in certain areas of the farm, by few hours and/or working days per year.	There is a successful overtime control system by HR department and overtime does not exceed the definition in the criteria.
				3.5.0.42	The exception granted by FLOCERT is still valid, has been requested prior to overtime taking place and overtime limits are not exceeded.	
				3.5.0.43	National legislation for overtime is complied with if it exceeds the above requirements.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.12 Your company compensates overtime at a premium rate. The premium rate is paid at a factor of 1.5 for work performed on regular workdays. For work performed on the regional day of rest, public holidays and night work a premium at a factor of 2 is paid, unless otherwise defined by national legislation, by CBA or by agreements with unions. If your company compensates overtime by the allocation of time off work, the premium factor is applied.	None	3.5.0.44	A premium rate based on the required factors is applied OR national legislation/ CBA/ other agreements with unions specify other rates which are adhered to.	RANK 3 AND workers are aware of the calculation for compensation of overtime.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.13 Your company grants workers at least 2 weeks of paid leave per year at minimum, not including sick and casual leave. Periods of annual leave are in line with national legislation and/or with agreements detailed in a specific or sectoral CBA, if either of these exceeds 2 weeks.	'Week' means a calendar week.	3.5.0.45	At least 2 calendar weeks of paid leave per year are granted to workers, not including sick and casual leave. The leave period is in line with national legislation and/or CBA, if either of these exceeds 2 weeks.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.14 Your company grants and respects lunch and work breaks.	None	3.5.0.47	Defined lunch and work breaks are granted and respected.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.15 Your company puts in place a regulation on regular sick leave and sick leave caused by employment injury. The regulation ensures that workers are protected from being dismissed during temporary sick leave. It also guarantees the worker some form of income during sick leave. It does not deduct sick leave from annual leave. The regulation is at least in accordance with national legislation.	It is recommended that your company grants at minimum 5 days paid sick leave per year.	3.5.0.48	A regulation according to national legislation exists and is always honoured.	RANK 3 AND the company's regulation exceeds legislation.
				3.5.0.49	The regulation ensures that workers are protected from being dismissed during temporary sick leave and guarantee the worker some form of income during sick leave.	
				3.5.0.50	Sick leave is not deducted from annual leave.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.16 Your company grants its workers at least eight weeks of maternity leave with compensation consistent with national laws or not less than 2/3 regular pay, whichever is higher, not including annual leave and not incurring any loss or privilege on account of such a leave. Your company does not terminate the employment of a woman during her pregnancy or maternity leave, except on the grounds unrelated to the pregnancy or birth of the child. National legislation is complied with if it exceeds this requirement.	'Week' means a calendar week.	3.5.0.51	The maternity benefits comply to the National legislation or this CC whichever is higher.	
				3.5.0.52	No woman worker's employment has been terminated during her pregnancy or maternity leave, except on the grounds unrelated to the pregnancy or birth of the child.	
3	Development Multi estate, single plantation	Fairtrade Standard 3.5.17 (Only applicable if the maternity leave is less than 12 weeks) If maternity leave is less than 12 weeks, your company increases it by one week each year until 12 weeks is reached, with compensation consistent with requirement 3.5.16. National legislation is complied with if it exceeds this requirement.	None	3.5.0.53	There is a written plan to increase maternity leave to 12 weeks, at least increasing by one week per year.	Maternity leave is increased to 12 weeks in one go.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.18 Your company grants nursing mothers one or more daily breaks during paid working time, or a daily reduction of hours of work, to breastfeed her child for up to 9 months after the birth.	None	3.5.0.54	Nursing mothers have been granted one or more daily breaks during paid working time, or a daily reduction of hours of work, to breastfeed their child for up to 9 months after the birth.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.19 Your company provides legal social security for all workers.	<u>See 3.5.21</u> for equivalent benefits for migrant and seasonal/temporary workers.	3.5.0.55	The Social Security benefits are as per the National/ Regional/ CBA requirement and all workers are included as beneficiaries and migratory/ temporary workers get equivalent benefits.	RANK 3 and all categories of workers get equal benefits.
3	Development Multi estate, single plantation	Fairtrade Standard 3.5.20 Your company works towards all permanent workers having a provident fund or pension scheme. National legislation is complied with if it exceeds this requirement.	<u>See 3.5.21</u> for equivalent benefits for migrant and seasonal/temporary workers.	3.5.0.57	RANK 3 and all categories of workers get equal benefits.	RANK 3 AND all the workers have been benefited.
				3.5.0.58	(Only applicable if there is a national legislation for provident fund or pension scheme) The requirements of the national legislation for provident fund or pension scheme are implemented.	
1	Core Multi estate, single plantation	Fairtrade Standard 3.5.21 Local and migrant, seasonal/ temporary and permanent workers receive equivalent benefits and employment conditions for equal work performed. In cases where equivalent benefits, such as a pension scheme or social security, cannot be made available to a set of workers, e.g. migrant or temporary/seasonal workers, these workers receive the equivalent or an alternative through other means.	None	3.5.0.59	All sets of workers receive equivalent/e qual benefits and employment conditions OR alternative benefits and employment conditions if equal is not possible.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.22 All regular work is undertaken by permanent workers. Time-limited contracts and subcontracting are permitted during peak periods, in the case of special tasks and under special circumstances. Your company does not use production, quotas and piecework employment as a means to avoid time-bound contracts.	Only temporary work that is added to usual work levels during peak seasons may be undertaken by seasonal/ temporary workers. 'Regular work' refers to tasks that are steady in the cultivation of the Fairtrade crop and excludes all seasonal work. 'Temporary work' refers to special tasks that are undertaken occasionally or seasonally.	3.5.0.60	All regular work is undertaken by permanent workers. Time-limited contracts and subcontracting are undertaken only during peak periods, in the case of special tasks and under special circumstances.	
				3.5.0.61	Production, quotas and piecework employment are not used as a means to avoid time-limited contracts.	
1	Core Multi estate, single plantation	Fairtrade Standard 3.5.23 Your company undertakes all standard contracting of seasonal/temporary workers for the Fairtrade production directly rather than through a subcontractor.	<u>See 3.5.24</u> for subcontracting of non-regular work.	3.5.0.62	All standard contracting of seasonal/temporary workers for regular work for the Fairtrade production is undertaken directly rather than through a subcontractor.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 3.5.24 Your company may only subcontract workers for non-regular work, or in special circumstances, if you are unable to contract directly. When subcontracting does take place, the following rules are followed as closely as possible: Where a subcontractor is to be used, you as management develop appropriate selection criteria to help decide on appointment. Prior to any signing of a contract with a subcontractor, your company has seen and approved its credentials. Subcontractors are able to provide services that comply with national legislation, ILO Convention 181 (Private Employment Agencies Convention) and with specific criteria in this Standard in chapter 3 on Labour Conditions regarding wages, contracts and working hours (req. 3.5.1, 3.5.8, 3.5.9), Freedom of Association (req. 3.4.1, 3.4.7), forced and bonded labour (req. 3.2.1), child labour (req. 3.3.1, 3.3.2), discrimination (3.1.1) and health and safety (3.6.1). In addition, the subcontractor commits by contract between your company and the contractor to comply with these requirements and agrees to be subject to audits if found appropriate by the certification body.	'Non-regular work' is work that is considered to be outside of the core operations of the company.	3.5.0.63	The company only subcontracts workers for non-regular work, or in special circumstances, if it is unable to contract directly.	
				3.5.0.64	(Only applicable if workers are subcontracted) Management has developed appropriate selection criteria to help decide on the appointment of a subcontractor.	
				3.5.0.65	(Only applicable if workers are subcontracted) Prior to any signing of a contract with a subcontractor, its credentials have been seen and approved by the company.	
				3.5.0.66	(Only applicable if workers are subcontracted) Subcontractors have committed by contract to comply with the following requirements: to provide services that comply with national legislation, ILO Convention 181 (Private Employment Agencies Convention) and with specific criteria in this Standard in chapter 3 on Labour Conditions regarding wages, contracts and working hours (req. 3.5.1, 3.5.8, 3.5.9), Freedom of Association (req. 3.4.1, 3.4.8), forced and bonded labour (req. 3.2.1), child labour (req. 3.3.1, 3.3.2), discrimination (3.1.1) and health and safety (3.6.1).	The company ensures that the subcontract or complies with the requirements.
				3.5.0.67	(Only applicable if workers are subcontracted) The subcontractor agrees to be subject to audits if found appropriate by FLOCERT.	
	Core Multi estate, single plantation	Fairtrade Standard 3.5.25 (Only applicable if workers are subcontracted) If your company subcontracts workers, you have records of contracted workers (from the contractor) that indicate the number of workers, their payment and their working hours.	Record of contracted workers shall include: - Recruitment agency or job sub-contractor involved in locating the worker - Recruitment fees paid by worker and/or by employer and to whom, if applicable - Provision of worker housing by the recruitment agency or employer	3.5.0.68	Records of contracted workers (from the contractor) that indicate the number of workers, their payment and their working hours are available.	Rank 3 AND containing up to two elements as mentioned in the interpretation note AND containing all elements as mentioned in the interpretation note.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.26 (Only applicable if the company actively recruits workers from other regions within the country or from other countries) If your company actively recruits workers from other regions within your country or from other countries, your company ensures that the recruitment practices of any agency or person involved comply with the requirements detailed in 3.5.24. Your company pays any recruitment or agency and visa fees incurred. Your company also pays travel costs for these workers to and from their home country or region at the onset and end of their work period, if the work period is less than one year.	None	3.5.0.69	The recruitment practices of any agency or person involved comply with the requirements detailed in Fairtrade Standard requirement 3.5.24 (see CC 3.5.0.63 to .67).	
				3.5.0.70	The company pays any recruitment charges and visa fees incurred.	
				3.5.0.71	(Only applicable if the work period is less than one year) The company pays the travel costs for these workers to and from their home country or region at the onset and end of their work period.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.5.27 Your company has a grievance procedure in place which is communicated to workers that: - Allows workers to file complaints directly and anonymously; - Allows for direct and anonymous third party complaints; - Ensures resolutions are decided and remediation implemented in a timely manner; - Protects workers who file complaints from retaliation; - Reports fully to complainant and allows for an appeals process. - Includes a procedure for cases of sexual harassment (see requirement 3.1.6) The company ensures that workers are fully aware and understand the procedure and are aware that they have the right to be heard and the right to appeal to an independent party. Grievances regarding sexual harassment are designated to specially appointed women or women's committees, linked to a female senior manager when possible and with direct access to the Chief Executive. The same principles apply in case of sexual harassment of groups other than women. This grievance procedure is in accordance with national legislation.	A grievance procedure is a procedure for conflict resolution. Trade union/worker representatives should be trained on this procedure and play an active role in putting the procedure in place. Any grievances submitted are investigated and followed up and documented.	3.5.0.72	There is a grievance procedure in place but lacks some clarity OR slightly differs from its description.	There is a transparent and effective grievance procedure in place and it is followed by the employer AND workers are aware of the grievance procedure.
				3.5.0.73	The company ensures that workers are fully aware and understand the procedure and are aware that they have the right to be heard and the right to appeal to an independent party.	RANK 3 AND training is provided for all workers on the grievance procedure and their rights to be heard and to appeal AND records available are transparent and clear.
				3.5.0.75	There is a specially appointed women or women's committee or similar for groups other than women, who has access to Chief Executive.	RANK 3 AND is linked to a female senior manager.
				3.5.0.76	Grievance procedures are in accordance with national legislation.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
3	Core Multi estate, single plantation	Fairtrade Standard 3.5.28 (Only applicable if the company provides housing) If your company provides housing for permanent, migrant, seasonal/temporary or former workers, it is such as to ensure structural safety and reasonable levels of decency, privacy, security and hygiene, and includes regular upkeep and improvement of housing and related communal facilities. If sanitary facilities are shared, a reasonable number of toilets and bathing facilities with clean water, per number of users, and according to regional practice, are available. National or state regulation is complied with in all cases and regional norms should be considered. If your company charges rent for housing it is according to local averages. If your company provides the majority of general workers with basic housing, for free, you compensate workers who are not able to receive free housing with an allowance that will enable them to afford to rent a house of the same standard. Workers have the freedom to be able to choose if they want to be housed on the farm or not.	Housing should only be provided for workers where farms are located far from normal centres of population, is not available in sufficient quantity, or where the nature of the employment requires that the worker should be available at short notice. The requirement and guidance are based on international labour standards. Guiding principles for adequate and decent housing to provide a suitable living environment for workers should aim to ensure: For family housing and dormitories • Enough natural light during the daytime and access to sufficient artificial light, to be able to read by; • Ventilation that ensures sufficient movement of air in all conditions of weather and climate, and in the case where there is an interior fire for heating or cooking; • A supply of safe potable water that is enough for drinking and eating requirements; • Sanitary facilities that provide privacy, hygiene, and are sufficient in number; • Drainage that ensures hygiene and avoids environmental pollution; • Fire safety measures; • Safe electrical installations where they exist. For dormitories (generally considered short term housing solutions): • Separate accommodation of the sexes; • A separate bed for each worker; • Adequate headroom, providing full and free movement; • The minimum inside dimensions of a sleeping space should be at least 198 centimetres by 80 centimetres; • Beds should not be arranged in tiers of more than two; • Bedding and bedframe materials should be designed to deter vermin; • Heating where appropriate; • Adequate furniture for each worker to secure his or her belongings. In order to meet workers' privacy needs, it is recommended management agrees with the workers on how their privacy requirements can be realised. For further details on housing, please see the ILO Helpdesk Factsheet No. 6, 2009 on workers housing.	3.5.0.77	The housing ensures structural safety and reasonable levels of decency, privacy, security and hygiene.	There is a written plan in place with budget to improve housing e.g. installation of electricity, painting, modernisation of toilets and bathing facilities etc.
				3.5.0.78	There is regular upkeep of housing and communal facilities.	A proper maintenance schedule is in place for regular upkeep of housing. Records are available to show that maintenance is carried out regularly. A reporting system is in place and functioning for workers to report any maintenance needs.
				3.5.0.79	If sanitary facilities are shared, a reasonable number of toilets and bathing facilities with clean water, per number of users, and according to regional practice, are available.	
				3.5.0.80	National or state regulations are complied with in all cases and regional norms are taken into consideration.	RANK 3 AND Regional norms are taken into consideration.
				3.5.0.81	(Only applicable if the company provides housing and charges rent) Rent for housing is in accordance with local averages.	
				3.5.0.82	(Only applicable if the company provides the majority of general workers with basic housing for free) Workers who are not able to receive free housing are compensated with an allowance that enables them to afford to rent a house of the same standard.	
				3.5.0.83	Workers have the freedom to choose if they want to be housed on the farm or not.	

Guidelines for the Trainer

- Materials needed:**
- ☒ Flip-sheets and markers
 - ☐ Copies of the checklist of requirement
 - ☐ Keep the requirements of the Fairtrade Standard for Hired Labour at hand
 - ☐ Copies of the case study (see at the end of this topic). Do NOT include the corrective measures in the copy.

Time needed: At least 1.5 hours plus 2-5 minutes per requirement to discuss

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline

- ☐ Prepare a flip-sheet with the number of the requirements applicable to this topic (3.5.1 to 3.5.28) in two columns.
- ☐ Prepare 3 A4 sheets: one sheet with a red cross (X), one sheet with a green okay sign (✓), and one sheet with a question mark (?). Paste the 3 sheets on different places in the training venue.

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	3.2.1	Additional requirement	3.5.0.87
	3.2.2	Additional requirement	3.5.0.30
	3.2.3	Replacing HL requirement 3.5.5	3.5.0.09
	3.2.4	Additional requirement	3.5.0.56
	3.2.5	Compliments HL requirement 3.5.28	3.5.0.84
			3.5.0.85
			3.5.0.86
Fresh fruits	3.3.10	Additional requirement	3.6.0.29
			3.6.0.30
	3.1.1	Additional requirement	3.5.0.89
	3.1.2	Additional requirement banana companies	3.5.0.90
			3.5.0.91
	3.1.3	Additional requirement for banana companies	3.5.0.92
			3.5.0.93
			3.5.0.94
	3.1.4	Additional requirement for banana companies	3.5.0.95
Prepared and preserved fruit	3.1	Additional requirement for banana companies	None
Tea	3.4.1	Replacing HL requirement 3.5.7 and compliments 3.5.22	None
	3.4.2	Replacing HL requirement 3.5.28	None
	3.4.3	Replacing HL requirement 3.5.28	None
	3.4.4	Additional requirement	None

Session in Short

Set up: 2-5 min

Delivery:

10-15 min: Checking compliance with requirements concerning conditions of employment part 1

2-5 minutes per requirement to discuss: Complying with requirements concerning conditions of employment part 1

10-15 min: Checking compliance with requirements concerning conditions of employment part 2

2-5 minutes per requirement to discuss: Complying with requirements concerning conditions of employment part 2

10-15 min: Checking compliance with requirements concerning conditions of employment part 3

2-5 minutes per requirement to discuss: Complying with requirements concerning conditions of employment part 3

5-10 min: Application of requirements on conditions of employment

40-45 min: case study on conditions of employment

Finish: 2-5 min



Set up – 2-5 minutes

Attention: We have just discussed how we can protect the rights of employees and workers. There are also conditions of employment to take into consideration.

Title: Tell the title of the session: Guaranteeing conditions of employment.

Objectives: To discuss how you can comply with the requirements concerning conditions of employment including salaries, contract, mode of payment and other conditions.

Benefits: This topic will help you to comply with all requirements concerning conditions of employment. It will also ensure that employees and workers are treated well.

Direction: There is a whole list of requirements; we are going to focus on those not yet in place.

Delivery

Explanation, Visualisation, Exercise, and Application:

Checking compliance with requirements concerning conditions of employment part 1 – 10-15 minutes

1. Say that there are a total of **28 requirements** concerning conditions of employment. Paste the flip-sheet with all numbers of the requirements on the wall. Say that for every requirement we are going to check if the company **complies or not yet**.
2. Ask everyone **to stand up**. You are going to read the first requirement. In case they think the company **complies** with this requirement, they should stand under the **green okay sign** (point where it is). In case they think the company **does NOT comply** with this requirement, they should stand under the **red cross**

(point where it is). In case they **do not know**, or they are not sure, they should stand under the **question mark** (point where it is).

3. **Start with requirement 3.5.1** as described on the **checklist of requirements**: Wages and conditions of employment are set according to Collective Bargaining Agreement (CBA) or regional average. Let everyone walk towards the sign of their choice. Depending on how people stand at a certain sheet, you do the following:
 - a. **Everyone stands at the okay sign.** Put an okay sign in front of the requirement on the flip-sheet and ask: *How can you prove this?* They might refer to a document or policy. In case no proof can be given, add the word *proof* to the requirement.
 - b. **Everyone stands at the red cross.** Put a cross in front of the requirement on the flip-sheet.
 - c. **Everyone stands at the question mark.** Put a question mark in front of the requirement on the flip-sheet.
 - d. **People stand at the okay sign and question mark.** Ask those standing at the okay sign to explain how the company complies with the requirement and how they can prove it. Put an okay sign in front of the requirement on the flip-sheet.
 - e. **People stand at the red cross and question mark.** Put a cross in front of the requirement on the flip-sheet.
 - f. **People stand at the okay sign and red cross.** Ask those standing at the okay sign how they can prove this. In case no proof can be given, add the word *proof* to the requirement.
4. Do the exercise for **requirement 3.5.1 to 3.5.10** (beware that requirements 3.5.4 and 3.5.7 apply in year 1).

Complying with requirements concerning conditions of employment part 1 – 2-5 minutes per requirement to discuss

5. Look together at the flip-sheet to see with which requirements the company **already complies**. You do **not need to discuss** these requirements. Refer to the Fairtrade Standard and Compliance Criteria so the company can check the full requirement. For the requirements that **lack proof**, discuss how the company can prove that they comply with this requirement.
6. Look at the requirements with a **question mark**. Ask: **Where** can we check if the company complies with this requirement? In case someone mentions a **document or policy**, either check it on the spot or agree who is going to check this.
7. For all requirements marked by you with a **question mark and a red cross** you need to discuss what the company **should do** to comply with these requirements. You should **agree on action points** (what should be done), who should do it and when it will be done. Write all action points on a **flip-sheet**. You can ask the following questions as guidance (for requirement 3.5.7, 3.5.9 and 3.5.10 are no specific questions):
 - a. **Requirement 3.5.1.** Wages and conditions of employment are set according to Collective Bargaining Agreement (CBA) or regional average.
 - Say that it means that you and your members need to pay wages to your workers that are the same as or higher than national laws and official agreements on minimum wages.

- *Where can we find these minimum wages? How do we know if there are official agreements on minimum wages?* Each country has their own minimum wages. Most likely, the ministry of agric or trade should have this information.
- b. Requirement 3.5.2.** No deductions from salaries except for national law, CBA or written consent of employee.
- *What type of deductions does the company make?*
 - *Has this been agreed (in writing) by the employees?*
- c. Requirement 3.5.3.** Piecework is paid above minimum wage or regional average.
- *If someone is paid based on production, quotas and piecework, how can you calculate the equivalent minimum wage?* Very simplistic: it all depends on the speed of production. In case it takes you one hour to produce a piece, the fee for that piece should be equivalent to the hourly salary. If you can do 2 pieces in one hour, the fees for one piece should be half the hourly salary.
- d. Requirement 3.5.4.** Wages and benefits are increased to reach Fairtrade International living wage benchmarks. Wage increments and timelines are negotiated with worker representatives.
- *What do we mean with Living Wage?* The remuneration received by a worker sufficient to afford a decent standard of living for the worker and her or his family. A worker should be able to pay for food, water, housing, education, health care, transport, clothing, and other essential needs including provision for unexpected events.
 - Add that living wage benchmarks will be provided to producers through Fairtrade producer support staff or through the Fairtrade International office.
- e. Requirement 3.5.5.** Salary payments are made regularly, documented and in legal tender.
- *What does regular mean?* At regular intervals, for example every week or every month.
 - *What do we mean with legal tender?* That could be a bank transfer, check, mobile money, cash.
 - *It also says that payment cannot be made in-kind. What is in-kind?* In-kind is in goods or services, such as bags of rice or accommodation. It cannot exceed 30% of the remuneration package.
- f. Requirement 3.5.6.** Permanent workers have legally binding contracts.
- *What should be in a contract?* Job description, working hours, pay rate, overtime regulation, social benefits, entitlements and deductions, annual paid leave, protection of the worker from loss of pay in the case of illness, disability or accident, and notice period of termination.
- g. Requirement 3.5.8.** Workers are aware of and understand their rights, responsibilities, salaries and work schedules and have a signed copy of their contract
- *How can you ensure that workers understand the content of the contracts?* It should be in a language they understand. If necessary, it should be explained verbally.

Checking compliance with requirements concerning conditions of employment part 2 – 10-15 minutes

8. Do the same exercise as described under point 2 and 3 in these guidelines to check **compliance** with **requirements 3.5.11 to 3.5.20**.

Complying with requirements concerning conditions of employment part 2 – 2-5 minutes per requirement to discuss

9. Again, discuss those requirements marked by you with a **question mark and a red cross** as described under point 7. You can ask the following questions as guidance (for most requirements are no specific questions):

a. Requirement 3.5.16.

- *What is the national law on maternity leave? Is it higher or lower than the Fairtrade requirement?*

b. Requirement 3.5.19. Legal social security for all workers is provided.

- *Is there a national social security legislation? If yes, what does it say?*

c. Requirement 3.5.20. Work towards all permanent workers having a provident or pension scheme.

- *Is there a national legislation for pensions? If yes, what does it say?*

Checking compliance with requirements concerning conditions of employment part 3 – 10-15 minutes

10. Do the same exercise as described under point 2 and 3 in these guidelines to check **compliance** with **requirements 3.5.21 to 3.5.28**.

Complying with requirements concerning conditions of employment part 3 – 2-5 minutes per requirement to discuss

11. Again, discuss those requirements marked by you with a **question mark and a red cross** as described under point 7. You can ask the following questions as guidance (for most requirements are no specific questions):

a. Requirement 3.5.21. All workers, permanent/temporary, local and migrant receive the same benefits and employment conditions.

- *What about social security and pension? You can pay them the equivalent or an alternative through other means.*

b. Requirement 3.5.24. Workers are only subcontracted for non-regular work or in special circumstances. Contractors must comply with national laws and Fairtrade requirements through written contracts.

- *In case workers are hired through a contracting agency or person, their hiring and working conditions need to comply with the Standard. How can the company check if their hiring and working conditions are in line with the Standard? They should check*

the contracts that workers have with the agency. See key information for points they can check.

- *And in case the agency does not give contracts to workers?* Having a contract is one of the requirements. In case the agency does not give contracts, another agency should be used.

c. Requirement 3.5.27. Grievance procedures are in place and communicated.

- *What would you consider proper grievance procedures? Is a complaint box enough?* See key information. The development of grievance procedures are part of the thematic topic on Workers' rights.

d. Requirement 3.5.28. Housing provided for workers ensures safety, decency, privacy, security and hygiene.

- *What would you consider decent housing? What should the housing have?* See key information.

Application of requirements on conditions of employment – 5-10 minutes

12. Finally ask:

- a. *Which requirement will be **most difficult** for you to comply with? Why?*
- b. *For which requirements do you need **support** to implement them? What type of support?*

Case studies on condition of employment – 40-45 minutes

13. Discuss the **case study on Condition of employment** (see at the end of this topic).

- a. Split the group into **3 sub-groups**.
- b. **Provide the background** of the case study: On a farm in South Africa, seasonal/ temporary workers are employed for extended periods with no contracts. They are paid a piece rate that does not guarantee them at least the minimum wage and are housed in substandard accommodation. Permanent workers have contracts that do not comply with the requirements of National Legislation and their grievance procedure is not compliant.
- c. **Explain the assignment:** each group will receive 2 non-conformities that were discovered during an audit. Each group should formulate corrective measures.
- d. Allocate 2 non-conformities to each group.
- e. Let the groups work for 5 to 10 minutes.

14. Discuss the results:

- a. Read out loud the first non-conformity mentioned in the case study.
- b. Ask the group who discussed this non-conformity to share their corrective measures.
- c. Ask other groups if they agree with this corrective measure. If not, what do they propose?
- d. Provide the suggested corrective measure as provided in the case study.
- e. Continue with the next non-conformity. Discuss all non-conformities.

Finish – 2-5 minutes

Summary: Repeat the main conditions of employment that apply in year 0.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *Mention a few requirements concerning conditions of employment.*

Next step: Repeat the action points the group agreed on and ensure that someone is assigned to follow up on these action points.

Case Study on Conditions of Employment

On a farm in South Africa, seasonal/ temporary workers are employed for extended periods with no contracts. They are paid a piece rate that does not guarantee them at least the minimum wage and are housed in substandard accommodation. Permanent workers have contracts that do not comply with the requirements of National Legislation and their grievance procedure is not compliant.

During a focused audit, the following non-conformities were issued by FloCERT.

- Piece rate is paid per kilogram and does not guarantee at least the minimum wage (CC 3.5.0.05).
- Deductions are made without written permission from the relevant workers as per the requirements of National Legislation (CC 3.5.0.03).
- Annual wages are not updated annually in employment contracts (CC 3.5.0.27).
- Temporary workers employed for more than 3 months have no contract (CC 3.5.0.28, 32, 33).
- Overtime hours for seasonal workers are not accurately recorded (CC 3.5.0.38, 43, 44).
- A medical certificate is required for one day's absence where National Legislation only requires this after an absence of two or more days (CC 3.5.0.48).
- The box for anonymous grievances is located on the farm manager's desk (CC 3.5.0.72).
- Overcrowding of hostels, with too few ablution facilities for the number of residents (CC 3.5.0.79, 80).

Provide the possible corrective measures that can be implemented to ensure the farm/plantation gets certified.

Possible corrective measures suggested:

- A policy will be implemented which prevents excessive temporary contracts from being the norm and provides a clear system whereby repeat appointments become permanent positions.
- All temporary/ seasonal workers will be given compliant fixed term contracts or permanent contracts should they qualify (CC 3.5.0.28, 32, 33).
- All contracts (seasonal and permanent) will be updated to comply with the requirements of National Legislation (CC 3.5.0.27, CC 3.5.0.48).
- Workers will be asked to sign for all deductions made to their pay (CC 3.5.0.03).
- A system will be implemented to accurately record all overtime hours worked by permanent and temporary/ seasonal workers and this will be reflected on their pay slips (CC 3.5.0.38, 43, 44).
- Piece rate will be amended to guarantee at least the minimum wage (CC 3.5.0.05).
- The box for anonymous grievances will be relocated to the staff canteen (CC 3.5.0.72).
- New hostels are under construction and due for completion within 6 months which will bring the company into compliance with the Fairtrade Standards and National Legislation. (CC 3.5.0.79, 80).

Checklist of Requirements

Year 0

3.5.1	C	Wages and conditions of employment are set according to Collective Bargaining Agreement (CBA) or regional average	☐
3.5.2	C	No deductions from salaries except for national law, CBA or written consent of employee.	☐
3.5.3	C	Piecework is paid above minimum wage or regional average.	☐
3.5.5	C	Salary payments are regular, documented and in legal tender.	☐
3.5.6	C	Permanent workers have legal, written contracts of employment.	☐
3.5.8	C	Workers are aware of and understand their rights, responsibilities, salaries and work schedules and have a signed copy of their contract.	☐
3.5.9	C	Working hours and overtime are legal and do not exceed 48 hours per week.	☐
3.5.10	C	One rest day given for every 6 consecutive days worked.	☐
3.5.11	C	Overtime is voluntary, and does not exceed 12 hours per week or continue for more than 3 consecutive months.	☐
3.5.12	C	Overtime is compensated at a premium rate.	☐
3.5.13	C	At least 2 weeks of paid leave is given.	☐
3.5.14	C	Lunch and work breaks are granted and respected.	☐
3.5.15	C	Sick leave regulations are in place.	☐
3.5.16	C	At least 8 weeks of paid maternity leave are granted. No termination on maternity related grounds.	☐
3.5.18	C	Nursing mothers are given breaks during working time to breastfeed until the child is at least 9 months.	☐
3.5.19	C	Legal social security for all workers is provided.	☐
3.5.22	C	Regular work is done by permanent workers	☐
3.5.26	C	Pay travel and visa costs and any agency fees for workers actively recruited from other regions.	☐
3.5.27	C	Grievance procedures are in place and communicated.	☐

Year 1

3.5.4	C	Wages and benefits are increased to reach Fairtrade International living wage benchmarks. Wage increments and timelines are negotiated with worker representatives.	☐
3.5.7	C	Temporary workers employed for three months or more have legal, written contracts of employment.	☐
3.5.21	C	All workers, permanent/temporary, local and migrant receive equal benefits and conditions for equal work.	☐
3.5.23	C	All standard contracting of seasonal/temporary workers is undertaken directly.	☐
3.5.24	C	Workers are only subcontracted for non-regular work or in special circumstances. Contractors must comply with national laws and Fairtrade requirements through written contracts.	☐
3.5.25	C	There are detailed records of subcontracted workers from the contractor.	☐

Year 1

3.5.17	D	Increase paid maternity leave until it reaches 12 weeks.	☐
			☐
3.5.20	D	Work towards all permanent workers having a provident or pension scheme.	☐
			☐
3.5.28	C	Housing provided for workers ensures safety, decency, privacy, security and hygiene.	☐

Topic 3.5

Guaranteeing Health and Safety for Employees

Key Information

Workers in every occupation can be faced with a **multitude of hazards** in the workplace and can include the following²:

- **Physical hazards:** lifting (of heavy bags), awkward postures, slips and trips, noise, dust, smoke, machinery, sharp equipment (including cutlass), unsafe stacking, (no) use of ladders, etc.
- **Chemical hazards:** handling and use of pesticides, fertilisers, cleaning chemicals, other chemicals, aerosols, etc.
- **Infrastructural hazards:** bad road network, bad status of transport means (vehicles, motorbikes), limited access to clean water and/or toilets, etc.
- **Institutional hazards:** limited awareness among workers about hazards when working, lack of or limited clear guidelines and rules concerning health and safety, etc.
- **Weather hazards:** high temperatures, bright sun, heavy rainfalls, cold, etc.

Accidents and injuries do not only cause **human suffering**, but there are also **huge costs** for the employer resulting from unproductive time of sick workers and for the national health systems.

Occupational health and safety address the **broad range of workplace hazards** from accident prevention to the more insidious hazards including toxic fumes, dust, noise, heat, stress, etc. Preventing work-related diseases and accidents must be the goal of occupational health and safety programs (requirement 3.3.28), rather than attempting to solve problems after they have already developed.

For special health and safety measures on **chemical pesticides and fertilisers**, see topic 4.1.

First aid boxes

A relatively simple first-aid box would usually include the following items:

- Individually wrapped sterile adhesive dressings
- Bandages (and hemostat bandages, where appropriate)
- A variety of dressings for wounds
- Sterile sheets for burns
- Sterile eye pads
- Triangular bandages
- Safety pins
- Scissors

² Social and social hazards are not included in this topic.

- Antiseptic solution
- Cotton wool balls
- Disposable gloves for dealing with blood spills
- First-aid instructions

Monitoring

To ensure that all requirements concerning health and safety are implemented and are working, the company should develop a monitoring system. The committee could use the compliance criteria as set by FLOCERT, to evaluate implemented measures. In the training manual on the thematic topic on Workers' Rights, a description is provided on how to set up a monitoring and remediation system.

Best Practices on Occupational Health and Safety

The company has enlisted the services of a recognized institution to carry out a Health & Safety (H&S) risk assessment of the premises and have actively corrected all non-conformities identified. The H&S committee now repeats this annually. There is a functioning OH&S committee with the required first aid qualifications, the medical officer is a retired district nurse and regularly engages with the OH&S team. A complete list of incidents is kept up to date and the annual report mentions ways of avoiding these problems in the future. All members of the spray team (including women applying snail pellets) are given blood tests before and after the spray season and the results are shared with them confidentially by the medical officer – management has no access.

Once a year all workers (including first aid workers whose certificates have not yet expired) are given an awareness raising session on the basic requirements of Occupational Health and Safety, health protection and first aid by the medical officer and all required records are kept of these trainings. Special focus is given to the safe use of hazardous materials, which includes buffer zones and re-entry times. All members of the spray team receive annual training on the safe handling of chemicals and there is a checklist in place for compliant PPE use, which is attached to the spray records.

Recognising Risks

EXPOSURE	HEALTH EFFECT	SPECIFICITY TO AGRICULTURE
Weather, climate	Dehydration, heat cramps, heat exhaustion, heat stroke, skin cancer.	Most agricultural operations are performed outdoors.
Snakes, insects	Fatal or injurious bites and stings.	Close proximity results in high incidence.
Sharp tools, farm equipment	Injuries ranging from cuts to fatalities; hearing impairment from loud machinery.	Most farm situations require a wide variety of skill levels for which workers have little formal training, and there are few hazard controls on tools and equipment.
Physical labour, carrying loads	Numerous types of (largely unreported) musculoskeletal disorders, particularly soft-tissue disorders, e.g., back pain.	Agricultural work involves awkward and uncomfortable conditions and sustained carrying of excessive loads.

Pesticides	Acute poisonings, chronic effects such as neurotoxicity, reproductive effects, and cancer.	More hazardous products are used in developing countries with minimal personal protective equipment (PPE).
Dusts, fumes, gases, particulates	Irritation of the eyes and respiratory tract, allergic reactions, respiratory diseases such as asthma, chronic obstructive pulmonary disease, and hypersensitivity pneumonitis.	Agricultural workers are exposed to a wide range of dusts and gases from decomposition of organic materials in environments with few exposure controls and limited use of PPE use in hot climates.
Biological agents and vectors of disease	- Skin diseases such as fungal infections, allergic reactions, and dermatoses - Parasitic diseases such as schistosomiasis, malaria, sleeping sickness, leishmaniasis, ascariasis, and hookworm - Animal-related diseases or zoonoses such as anthrax, bovine tuberculosis, and rabies (at least 40 of the 250 zoonoses are occupational diseases in agriculture) - Cancers, such as bladder cancer caused by urinary bilharzia contracted through working in areas in North and Sub-Saharan Africa	- Workers are in direct contact with environmental pathogens, fungi, infected animals, and allergenic plants - Workers have intimate contact with parasites in soil, wastewater/sewage, dirty tools, and rudimentary housing - Workers have ongoing, close contact with animals through raising, sheltering, and slaughtering - Agricultural workers are exposed to a mix of biological agents, pesticides, and diesel fumes, all linked with cancer

Additional Information

This section intends to prevent work-related accidents by minimizing hazards in the work place. It is based on ILO Conventions [C155](#) (Occupational Safety and Health Convention) and [C184](#) (Safety and Health in Agriculture Convention) and [ILO Recommendation R164](#) (Occupational Safety and Health Recommendation).

This section also intends that the health and welfare of workers is ensured based on ILO [C077](#) and [C078](#) (Medical Examination of Young Persons (Industry and Non-Industrial Occupations) Conventions) and [R102](#) (Welfare Facilities Recommendation).

Source Fairtrade Standard for Hired Labour

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Major Multi estate, single plantation	Fairtrade Standard 3.6.1 Your company makes work processes, workplaces, machinery and equipment on the production site as safe as possible and minimize any inherent health risks by adequate control. To ensure safety: – Risk areas and potential hazards are clearly identified by warning signs in appropriate languages and include pictograms if possible; – Safety instructions and procedures including accident prevention and response are in place and communicated to staff; – All hazardous machinery and equipment is equipped with adequate safety devices; – Protective guards are placed over moving parts; – Safety equipment is provided to all workers who are instructed and monitored in its proper use; – Equipment for chemical spraying is stored properly.	In accordance with the regulation of subcontractors the management is held responsible for the safety of the machinery of all subcontractors.	3.6.0.01	All machinery has appropriate safety devices and there are at least fire exits and fire fighting equipment in indoor workplaces AND the auditor could not find any important hazards.	The organisation is aware of the national regulation on health and safety and proves compliance AND the organisation already complies with all CC on health and safety below.
0	Core Multi estate, single plantation			3.6.0.02	Risk areas and potential hazards are clearly identified by warning signs in appropriate languages and include pictograms if possible.	
				3.6.0.03	Safety instructions and procedures including accident prevention and response are in place and communicated to staff.	Safety instructions are obvious and put in strategic places AND workers are trained regularly.
				3.6.0.04	All hazardous machinery and equipment are equipped with adequate safety devices.	An internal audit mechanism is in place to routinely check on this compliance.
				3.6.0.05	Protective guards are placed over moving parts.	An internal audit mechanism is in place to routinely check on this compliance.
				3.6.0.06	Workers are provided with free essential PPE (organisation may penalise for lost/damage due to improper use) AND interviewed workers declare it is used at all times.	RANK 3 AND PPE is adapted to local weather conditions as much as possible in order to increase usability AND QMS that controls the use of PPE.
				3.6.0.07	Equipment for chemical spraying is stored properly.	An internal audit mechanism is in place to routinely check on this compliance.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.2 Your company appoints a Health and Safety Officer to be in charge of occupational health and safety matters.  The company's senior management is responsible for ensuring that the H&S Officer is adequately trained for the job and has a job description which includes the following responsibilities: implementing, suggesting, planning and monitoring measures to improve health and safety on the site and for informing and training workers on H&S.	The H&S Officer is not necessarily hired exclusively for this task and may have other duties and responsibilities within the company.	3.6.0.08	A Health and Safety Officer in charge of occupational health and safety matters is appointed.	
				3.6.0.09	Senior management ensures that the H&S Officer is adequately trained for the job.	
				3.6.0.10	Senior management ensures that the H & S officer has a job description which includes the following responsibilities: implementing, suggesting, planning and monitoring measures to improve health and safety on the site and for informing and training workers on H&S.	
1	Core Multi estate, single plantation	Fairtrade Standard 3.6.3 (Not applicable to small companies unless required by national legislation) Your company establishes an occupational Health & Safety Committee with workers' representation. The H&S Committee holds regular meetings with the H&S Officer to discuss health and safety in the workplace.	The committee should reflect the composition of the workforce and include a fair representation of women. The H&S Officer performs his/her duties in close co-operation with this committee and evaluates its complaints and suggestions for improvements. The committee is active in communicating with workers on issues of health and safety and is making suggestions for improvements to the H&S Officer. This requirement does not apply to small companies unless otherwise required by national legislation.	3.6.0.11	There is an occupational Health & Safety Committee with workers' representation in place.	RANK 3 AND the committee reflects the composition of the workforce and includes a fair representation of women AND the committee is active in communicating with workers on issues of health and safety and is making suggestions for improvements to the H&S Officer.
				3.6.0.12	Meetings are conducted on a regular basis.	RANK 3 AND the H&S Officer performs his/her duties in close co-operation with this committee and evaluates its complaints and suggestions for improvements AND complaints and suggestions are acted on in a timely manner.
3	Development Multi estate, single plantation	Fairtrade Standard 3.6.4 (Not applicable to small companies unless required by national legislation) Your company carries out regular H&S risk assessments jointly with workers and their H&S representatives (see 3.6.3), and adapts safety measures accordingly.	This requirement does not apply to small companies unless otherwise required by national legislation.	3.6.0.13	The risk assessment was carried out with workers and their H&S representatives and covers all work areas and safety measures have been adapted.	RANK 3 AND risk assessments are carried out every 6 months AND health and safety in the company is improved through the risk assessments.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.5 All information, safety instructions, re-entry intervals and hygiene recommendations regarding hazardous work are displayed clearly in a visible place in the workplace in the language(s) understood by workers and with pictures.	None	3.6.0.14	All information, safety instructions, re-entry intervals and hygiene recommendations regarding hazardous work are displayed clearly in a visible place in the workplace in the language(s) understood by workers and with pictures.	Safety instructions are obvious and put in strategic places AND workers are trained regularly.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.6 Your company regularly trains workers and their representatives in the basic requirements of occupational health and safety, relevant health protection and first aid, at least once per year. Training is repeated for all new or reassigned workers. Records are kept of these training activities indicating information on topics, time, duration, names of attendees and trainers.	The training includes making workers aware of their right to remove themselves from unsafe situations without being penalized for doing so.			
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.7 Your company appropriately trains workers that are engaged in any potentially hazardous work according to the tasks they carry out. The training covers health and environmental risks of the products workers handle, if applicable, and enables them to take correct emergency actions in case of an accident. Records are kept of these training activities indicating information on topics, time, duration, names of attendees and trainers.	Hazardous work includes, but is not limited to spraying, and working with hazardous chemicals as well as operating vehicles and machinery such as forklift trucks and hydraulic presses and working at heights.	3.6.0.16	All workers engaged in potentially hazardous work have been trained AND content of training was sufficient.	Workers are trained accordingly and complete records are maintained AND the frequency of the training is more than one in a year.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.8 (Only applicable if water purity has been identified as a risk) Your company provides clean drinking water close by for all workers and clearly labels drinking water facilities as such. If water purity has been identified as a risk, drinking water is analysed at least twice a year to correspond with seasonal variations.	None	3.6.0.19	Clean drinking water is provided close by for all workers and is clearly labelled.	
				3.6.0.20	Drinking water is tested twice a year and the reports are available.	The water is tested routinely irrespective of the quality of water.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.9 Your company provides clean toilets with hand washing facilities close by, changing rooms for all workers, and clean showers for workers who handle pesticides. Lockable storage facilities are provided where requested. Toilets, changing rooms and showers are separate for women and men and the number of toilets and hand washing facilities are in proportion to the number of workers (minimum proportion is 1:25). Your company also provides clean hand washing facilities close to the canteen. All facilities are cleaned regularly and equipped with covered drains and pipes.	Drains that are cleaned on a daily basis may be left open for easier access as long as they are not used for hazardous waste and do not pose a safety hazard.	3.6.0.21	The facilities are appropriate and adequate.	
				3.6.0.22	Changing rooms are provided for all workers with lockable storage facilities if requested.	
				3.6.0.23	Clean showers are provided for workers who handle pesticides.	
				3.6.0.24	All facilities are separate for women and men and the number of facilities is in proportion to the number of workers (minimum proportion is 1:25).	
				3.6.0.25	All facilities are separate for women and men and the number of facilities is in proportion to the number of workers (minimum proportion is 1:25).	
				3.6.0.26	All facilities are cleaned regularly and equipped with covered drains and pipes.	RANK 3 AND facilities are cleaned regularly according to a signed schedule.
6	Development Multi estate, single plantation	Fairtrade Standard 3.6.10 (Not applicable to small companies) Your company provides suitable areas where workers can rest, and canteens with cooking facilities where necessary and if requested.	Rest areas that are separate for men and women should be provided where requested by workers. Canteens are not required for small companies.	3.6.0.27	Suitable rest areas are provided.	Rest area with some recreational facility is provided. Separate rest areas for men and women are provided if requested.
				3.6.0.28	A basic canteen with cooking facility is provided.	A canteen provides food for all workers and is monitored for quality AND has a system to incorporate feedback from the workers or is jointly managed by workers.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.11 Your company's premises and surroundings are free of obvious defect and maintained in a safe, clean and, where necessary, hygienic condition at all times.	In particular, all finished goods, inventory and storage materials are kept in a clean and hazard proof state and easily accessible.	3.6.0.31	Company premises and surroundings are free of obvious defect and maintained in a safe, clean and, where necessary, hygienic conditions at all times.	There is a documented QMS to keep the premises and surrounding s clean and tidy.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.12 All your company's indoor workplaces have adequate lighting, heating and ventilation appropriate for the local weather conditions.	None	3.6.0.32	All indoor workplaces have adequate lighting, heating and ventilation appropriate for the local weather conditions.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.13 Electrical equipment, wiring and outlets in the company's facilities are properly placed, grounded and inspected for overloading and leakage by a professional on a regular basis.	None	3.6.0.33	Electrical equipment, wiring and outlets in the company's facilities are properly placed, grounded and inspected for overloading and leakage by a professional on regular basis.	QMS is in place for electric safety.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.14 Your company provides properly marked fire exits, escape routes, firefighting equipment and fire alarms for every indoor workplace, according to industry standards. Fire exits and escape routes are kept clear from obstacles allowing for swift and safe exit in case of an emergency.	None	3.6.0.34	Properly marked fire exits, escape routes, fire fighting equipment and fire alarms are provided for every indoor workplace, according to industry standard.	QMS is in place for fire safety system.
				3.6.0.35	Fire exits and escape routes are kept clear from obstacles allowing for swift and safe exit in case of an emergency.	
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.15 Your company regularly trains new and existing staff in evacuation procedures.	None	3.6.0.36	The frequency of training is at least one in an year.	There is a proper schedule of training and trainings are undertaken as per the schedule. Evacuation procedures are part of the induction training for new workers AND the frequency of the training is more than one in a year.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.16 Your company provides adequate emergency first aid facilities, equipment and appropriately trained first aid staff to meet all reasonably foreseeable emergency first aid situations. A reasonable number of workers (in relation to the total number of employees and the nature of their work) receive regular training in first aid.	Adequate emergency first aid equipment includes suitably stocked first aid boxes which are quickly accessible at all times.	3.6.0.37	Adequate emergency first aid facilities, equipment and appropriately trained first aid staff to meet all reasonably foreseeable emergency first aid situations are available.	A checklist based system is in place to see that the first aid requirements are met as per this CC.
				3.6.0.38	All areas of work are represented by at least one trained worker and they have received at least one training in one year.	RANK 3 AND there is a proper schedule of training and trainings are undertaken as per this schedule AND the training is under a government or recognized agency for occupational health and safety.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.17 The H&S Officer compiles reports on work accidents and subsequent first aid measures.	None	3.6.0.39	The reports are properly compiled and up to date.	RANK 3 AND support is provided by management or by a responsible authority AND reports are used for H&S monitoring.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.18 Your company provides access to appropriate healthcare in case of work-related illness or injury.	Access to appropriate healthcare means guaranteeing free transportation to the nearest hospital during working hours, or providing free onsite permanent medical support during working hours, which is able and equipped to deal with accidents and acute poisoning.	3.6.0.42	Free transport to appropriate healthcare in case of work-related illness or injury is provided during working hours.	Medical facilities are freely provided on site that can deal with accidents and acute poisoning AND the facility has trained medical staff and a good supply of medicines.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.19 Personal protective equipment (PPE) and equipment that is used to apply pesticides and other hazardous chemicals is cleaned after each use in a dedicated area. PPE is stored separately in order to avoid contamination from pesticides, and workers never take it to their homes.	None	3.6.0.45	The PPEs and equipment are cleaned after use in dedicated areas, such that the effluents do not contaminate soil and water.	RANK 3 AND a checklist based system is present to ensure the cleaning has taken place.
				3.6.0.46	There are separate areas for storing the PPE and the area is adequate for protection against contamination and there is no indication that workers take PPE home.	RANK 3 AND a checklist-based system is present to ensure that the workers keep the PPEs in designated area and do not take home.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.20 Workers engaged in handling any potentially hazardous chemicals are examined regularly, at least once a year, by a medical doctor to monitor for possible changes in health due to exposure to hazardous chemicals. These examinations are free and confidential to the respective worker.	Medical examinations are relevant to type of exposure. They may involve the use of standard clinical and medical assessments, tests and techniques to assess the presence of early or long-term health effects. Medical records should be held confidential by the medical practitioner. Anonymised medical data are to be reported to the employer to be used in managing health and safety. Personal medical information is not to be disclosed to the employer without consent from the employee. The frequency of examinations depends on the level of exposure to chemicals.	3.6.0.47	Medical examinations relevant for the type of exposure are conducted and involve the use of standard clinical and medical assessments, tests or techniques to assess the presence of early or long-term health effects.	RANK 3 AND the medical examinations address any specific medical concerns that might arise from the hazardous chemicals used in accordance to the MSDS etc. AND the frequency of medical examinations is more than once a year.
				3.6.0.48	The medical examinations are free and confidential to the respective worker.	RANK 3 AND the results of the medical examinations are clearly explained to workers so that they understand them.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.21 The following persons are not 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; • persons with respiratory diseases.	A medical examination for workers engaged in potentially hazardous work is recommended to ensure they are fit for this type of work.	3.6.0.57	Persons at risk are not given potentially hazardous work in policy or practice, e.g. pre-employment medical examinations exist.	There are clear documented criteria for identifying and keeping away potentially hazardous work from these persons at risk and this is systematically followed.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.24 (Not applicable to small companies for tasks not related to handling of hazardous chemicals) Your company provides proper tools and suitable work clothes for all workers appropriate to their tasks, and replace them regularly free of charge.	For tasks related to the handling of hazardous chemicals, this requirement applies to companies of all sizes, and work clothes refer to adequate personal protective equipment (PPE see requirement 3.6.19). This requirement does not apply to small companies for tasks that are not related to the handling of hazardous chemicals, unless otherwise required by national legislation.	3.6.0.72	Proper tools and suitable work clothes (PPE) for all workers appropriate to their tasks are provided and replaced regularly free of charge.	There is a current stock of tools/PPE in the stores for new/temporary workers and emergency replacements.
3	Development Multi estate, single plantation	Fairtrade Standard 3.6.25 Your company provides free occupational healthcare to the workforce.	Occupational healthcare is the provision of primary health principles applied to work related incidences. Occupational health services include establishing and maintaining a safe and healthy working environment which will facilitate optimal physical and mental health in relation to work.	3.6.0.74	Free occupational healthcare is provided to all workforce.	RANK 3 AND this extends to hospitalization and secondary healthcare AND prophylactic health care measures, exercise facilities are provided for good health of workers.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.26 (Not applicable to small companies unless otherwise required by national legislation) Your company appoints and identifies to the workforce a Medical Officer responsible for healthcare and protection. The Medical Officer is qualified for the job, for example a trained health worker, nurse or physician. He/she is responsible for suggesting, planning and monitoring measures to improve medical care and protection of health within the company.	The Medical Officer is not necessarily hired exclusively for this task but may have other duties and responsibilities within the company. This requirement does not apply to small companies unless otherwise required by national legislation.	3.6.0.75	A Medical officer responsible for healthcare and protection of the workforce is appointed.	
				3.6.0.76	The Medical Officer is qualified for the job, e.g., a trained health worker, nurse or physician. He/she is responsible for suggesting, planning and monitoring measures to improve medical care and protection of health within the company.	RANK 3 AND the medical officer is clearly organised and pro-active in improving medical care within the company.
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.27 (Not applicable to small companies unless otherwise required by national legislation) The Medical Officer maintains full continuously updated documentation on sickness and accidents and proposes actions to reduce these where possible.	Proposed actions should be based on H&S risk assessments (see 3.6.4).	3.6.0.77	Medical records are kept up to date and all reports to management are anonymised.	
				3.6.0.78	Actions are proposed to reduce these where possible.	The Medical Officer incorporate s his/her actions into a plan which is monitored by the H&S committee in their meetings.
1	Core Multi estate, single plantation	Fairtrade Standard 3.6.28 (Not applicable to small companies unless otherwise required by national legislation) Your company offers regular examinations and check-ups by a medical doctor to all workers on a voluntary basis at least every three years. Any findings are communicated to the worker confidentially and in a readily understandable form. Individual health records are established for all workers at the beginning of their employment. These records are kept confidential and management does not have access to them.	Medical records should be held confidential by the medical practitioner. Anonymised medical data are to be reported to the employer to be used in managing health and safety. Personal medical information is not to be disclosed to the employer without consent from the employee. This requirement does not apply to small companies unless otherwise required by national legislation.	3.6.0.79	The company offers regular medical examinations and check-ups by a medical doctor to all workers on a voluntary basis at least every three years.	RANK 3 AND the frequency is more than once in a three-year period AND the frequency is once per year and covers the family also.
				3.6.0.80	The findings of medical examinations are communicated to worker confidentially and in a readily understandable form.	
				3.6.0.81	Individual health records are established for all workers at the beginning of their employment.	
				3.6.0.82	All health records maintained in the company of the workers are kept in confidential manner and management does not have access to them.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
3	Development Multi estate, single plantation	Fairtrade Standard 3.6.29 (Not applicable to small companies unless otherwise required by national legislation) Your company provides workers with free and regular medical care and advice, which is offered at the workplace at fixed times during working hours. Your company establishes an on-site dispensary, where legally allowed, with adequate equipment and a stock of basic medicines for the treatment of most common diseases and acute poisoning with professional health personnel (e.g. doctor, nurse, health worker) present according to a timetable displayed at the dispensary. If there is no doctor in regular attendance at the dispensary, your company signs a contract with a doctor who is paid for by the company to whom patients are referred and who carries out medical check-ups and advises and supervises your company nurse or health worker.	This requirement does not apply to small companies unless otherwise required by national legislation.	3.6.0.83	The company provides workers with free and regular medical care and advice, which is offered at the workplace at fixed times during working hours.	RANK 3 AND the workers family is also covered for the health check-ups AND the medical facility is given all round the clock to workers living within the premises.
				3.6.0.84	An on-site dispensary is established, where legally allowed, with adequate equipment and a stock of basic medicines for the treatment of most common diseases and acute poisoning with professional health personnel (e.g., doctor, nurse, health worker) present according to a timetable displayed at the dispensary.	RANK 3 AND the dispensary (facility) is able to deal with more than just common diseases, has facilities for testing for common diseases and is clean, hygienic and well organised AND the dispensary has facility for inpatients and full-time doctor or medical personnel.
				3.6.0.85	If there is no doctor in regular attendance at the dispensary, the company signs a contract with a doctor who is paid by the company to whom patients are referred and who carries out medical check-ups and advises and supervises the company nurse or health worker.	The doctor attends the dispensary in accordance with a displayed timetable AND his facility is in easy reach for access for workers.
6	Development Multi estate, single plantation	Fairtrade Standard 3.6.30 Your company establishes and implements a policy to prevent and deal with major contagious diseases in place, including a reporting structure for the incidence of epidemics. This policy takes the local context (e.g. regarding HIV/AIDS) into particular account.	None	3.6.0.86	A policy is prepared and implemented to prevent and deal with major contagious disease, including a reporting structure for the incidence of epidemics and takes the local context (e.g., regarding HIV/AIDS) into account.	RANK 3 AND there is a system of monitoring the effectiveness of the policy AND is part of a regional or national programme covering the contagious diseases.

Guidelines for the Trainer

- Materials needed:**
- ☒ Flip-sheets and markers.
Photocopies of requirement 3.6.1 to 3.6.30 from the Fairtrade Standard for Hired Labour. You should have enough copies for each participant.
 - ☐ Keep the table with Fairtrade Standard and Compliance Criteria at hand to guide participants during the group work.
Copies of the case study (see at the end of this topic). Do NOT include the corrective measures in the copy.

Time needed: 2.5 to 3 hours

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	3.3.1	Compliments HL requirement 3.6.20 and 3.6.21	3.6.0.49
			3.6.0.50
	3.3.2	Compliments HL requirement 3.6.2 and 3.6.28	3.6.0.52
			3.6.0.53
	3.3.3	Additional requirement	3.6.0.56
	3.3.4	Additional requirement	3.6.0.40
			3.6.0.41
Tea	3.3.5	Compliments HL requirement 3.6.5 to 3.6.7	3.6.0.15
			3.6.0.18
	3.3.6	Additional requirement	3.6.0.43
	3.3.8	Compliments HL requirement 3.6.24	3.6.0.73
	3.5.1	Replacing HL requirement 3.6.4	None
	3.5.2	Additional requirement	None

Session in Short

Set up: 2-5 min

Delivery:

5-5 min: identifying hazards

10-15 min: example on complying with health and safety requirements

30-35 min: group work on complying with health and safety requirements

60-65 min: complying with health and safety requirements

5-10 min: application of action points

40-45 min: case study on occupational health and safety

Finish: 2-5 mi



Set up – 2-5 minutes

Attention: Ask: *Was any of your workers ever involved in an accident during work? What type of accident was it? Could it have been prevented?* Say that workers in every occupation can be faced with a multitude of hazards in the workplace.

Title: Tell the title of the session: *Guaranteeing health and safety for employees and workers.*

Objectives: During this session, we will discuss some of the work-related risks your workers face and Fairtrade requirements to reduce these risks as much as possible.

Benefits: Accidents and injuries do not only cause human suffering but can also lead to huge costs for your company resulting from unproductive time of sick workers and for the national health systems. If health and safety measures are put in place, it will avoid accidents which is better for everyone.

Direction: We will not discuss hazards related to chemical pesticides and fertilisers; that will be done in another topic.

Delivery

Explanation, Visualisation, Exercise, and Application:

Identifying hazards – 5-10 minutes

1. Say that workers face a variety of **work-related hazards** during various steps of the production process. Ask: *What are some of the hazards workers face?* You can make a round and let everyone mention one hazard. You can add a few hazards mentioned in the key information.

Example on complying with health and safety requirements – 10-15 minutes

2. Say that there are **30 requirements** concerning occupational health and safety. Take the checklist of requirements and read out loud all requirements. Say that they will discuss in groups **what the company should** do to comply with these requirements.
3. **Discuss the first requirement together** as an example. Repeat **requirement 3.6.1**. Make all workplaces, processes, machinery and equipment as safe as possible. Ask:

- a. *What does this requirement mean? What is expected from the company?* It is expected that you:
 - Clearly identify risk areas and potential hazards identified by warning signs in appropriate languages and include pictograms if possible.
 - Have safety instructions and procedures including accident prevention and response in place and communicated to staff.
 - Equip all hazardous machinery and equipment with adequate safety devices.
 - Place protective guards over moving parts.
 - Provide safety equipment to all workers who are instructed and monitored in its proper use.
 - Store equipment for chemical spraying properly.
- b. *Does the company comply with this requirement?*
- c. *If yes, how can you prove this?* In case there is no proof, ask what the company can do to prove that they comply.
- d. *If no, what should be done to comply with the requirement?* The first step is to check what is already there and what is missing. Action needs to be taken for measures that are missing to be put into place: getting warning signs and put them up, develop safety instructions and share them with staff, etc. It is important to identify concrete action that are not too vague or too broad.

Group work on complying with health and safety requirements – 30-35 minutes

4. **Let participants form pairs.** Allocate 3 requirements to each pair as a start (start with requirement 3.6.2 and work your way up, see point 6 how to handle the rest of the requirements). Each pair is going to discuss their set of requirements by answering the following questions:

- a. *What does the requirement mean? What is expected from the company?*
- b. *Does the company comply with this requirement?*
- c. *If yes, how can you prove this?*
- d. *If no, what should be done to comply with the requirement?* The group needs to write concrete action points.

Note for the trainer: You will not discuss requirement 3.6.22 and 3.6.23. These requirements will be discussed in topic 4.1 on Managing pests and pesticides.

5. Give each pair a flip-sheet and a marker to write down their results. **Let the pairs work.** Give participants approximately 5 minutes per requirement. **Walk around** to see how the pairs are doing. Explain or give extra information, if needed.
6. In case **a pair is ready** with their 3 requirements, give the group **1-2 new requirements** so they can continue working. Like this, **all pairs will be ready** approximately **around the same time**.

Complying with health and safety requirements – 60-65 minutes

7. When all pairs are ready, **discuss the results** in the following way:

- a. Start with the first pair and let them to **present their results**.
 - b. Ask the other pairs if they **agree** or if they have **additional information or ideas**. Add the extra info on the flip-sheet.
 - c. Check if the action points are **concrete actions** that are not too vague or too broad.
 - d. Ask who is going to **implement** the action points and **when** it will be done. Remind the group for which year the requirement is (meaning, if it is year 0, immediate action should be taken).
 - e. Continue with the next pair.
8. You can ask the following questions during the discussions:
- a. **Requirement 3.6.2 and 3.6.26:** *It is not necessary to hire a new person as Health and Safety Officer and Medical Officer. Who in the company would be the most suitable person? Can it be the same person who will do both?*
 - b. **Requirement 3.6.3:** *Who should be part of this committee? Should a worker representative be part as well?*
 - c. **Requirement 3.6.4:** *Who should do this assessment? The Health and Safety Committee?*
 - d. **Requirement 3.6.5:** *Can most workers read? If not, how can we provide safety instructions? With visuals. Are there organizations that might have posters with general safety rules that could be used? The government or NGOs might have these posters.*
 - e. **Requirement 3.6.6 and 3.6.7:** *How often should this training be? At least once a year. What should be done with new workers; should they wait till the next training or should you train them immediately when they start working?*
 - f. **Requirement 3.6.8:** *What would consider as "clean water", what should be the standard?*
 - g. **Requirement 3.6.15:** *How often should this training be? What should be done with new workers; should they wait till the next training or should you train them immediately when they start working?*
 - h. **Requirement 3.6.18:** *What is would you consider appropriate healthcare? It depends on the illness or injury. Is there a policy where workers should be taken in case there is an injury or accident?*
 - i. **Requirement 3.6.19:** *How do you know if the Personal Protective Equipment (PPE) is appropriate for the work to be done? Are there internal guidelines for the purchase of PPE?*
 - j. **Requirement 3.6.28:** *What is regular? At least every 3 years.*

Application of action points – 5-10 minutes

9. Finally ask:
- a. *Which requirement will be most difficult for you to comply with? Why?*
 - b. *With which requirement do they need assistance?*

Case studies on occupational health and safety – 40-45 minutes

15. Discuss the **case study on occupational health and safety** (see at the end of this topic).
 - a. Split the group into **5 sub-groups**.
 - b. **Provide the background** of the case study: On a farm in South Africa, 10 non-conformities were identified by the auditor during a renewal audit conducted to the farm.
 - c. **Explain the assignment:** each group will receive 2 non-conformities that were discovered during an audit. Each group should formulate corrective measures.
 - d. Allocate 2 non-conformities to each group.
 - e. Let the groups work for 5 to 10 minutes.
16. **Discuss the results:**
 - a. Read out loud the first non-conformity mentioned in the case study.
 - b. Ask the group who discussed this non-conformity to share their corrective measures.
 - c. Ask other groups if they agree with this corrective measure. If not, what do they propose?
 - d. Provide the suggested corrective measure as provided in the case study.
 - e. Continue with the next non-conformity. Discuss all non-conformities.

Finish – 2-5 minutes

Summary: Summarise some of the health and safety requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What are some of the hazards that workers face?*
- *What is the main purpose of health and safety measures?*
- *What are some of the requirements you need to comply with have to take?*

Next step: Repeat all action points the group agreed on and ensure everyone knows what to do and when.

Case Study on Occupational Health and Safety

On a farm in South Africa, the following non-conformities were identified by the auditor during a renewal audit conducted to the farm:

1. Water purification system at worker housing poses a threat as it has not been properly covered, compressors have no valid testing certificates (National Legislation) and there is no asbestos

management plan in place (National Legislation) despite extensive asbestos roofs in poor condition (3.6.0.01).

2. Workers and their representatives do not receive annual training in occupational health and safety (3.6.0.15).
3. Tractor drivers have not received annual training (3.6.0.16).
4. Water points are not clearly labelled as potable/ non potable (3.6.0.19).
5. Ablution facilities at the pack house are dirty and there is no toilet paper, soap or towels. The mobile toilet has grass growing around it and is obviously not in use in the fields. Workers confirm this (3.6.0.21, 26, 31).
6. Not all electrical installations have Electrical Certificates of Compliance (National Legislation requirement) (3.6.0.33).
7. Fire extinguishers have not been serviced annually in all indoor work areas and the fire escape route in the workshop is blocked by plastic piping (3.6.0.34).
8. Only one first aid box at the workshop. No first aid supplies in the field, at the pack house or at the crèche. First aid box is not fully stocked, and no record is kept of incidents or the treatments provided (3.6.0.37, 39, 77, 78).
9. Personal Protective Equipment (PPE) is stored at home and no blood tests are done on the members of the spray team (3.6.0.42, 45, 46, 47, 48, 62, 63).
10. Members of the spray team have received no training in the safe handling of hazardous chemicals, spray records reveal there is no job rotation scheme in place and respirator filters had expired two years earlier (3.6.0.59, 60, 61, 64, 72).

Provide the possible corrective measures that can be implemented to ensure the farm/plantation gets certified.

Possible corrective measures suggested:

- The water purification plant will be sealed, Electrical Certificates of Compliance will be provided for all electrical installations on the farm, and an updated asbestos management plan will be provided in line with the requirements of National Legislation (3.6.0.01).
- All first aid certificates will be kept up to date; all workers will be provided with annual in-house training on the requirements of OH&S (3.6.0.15).
- Tractor drivers will all receive in-house training in line with the requirements of this compliance criterion. The required records will be kept (3.6.0.16).
- All water points will be clearly labelled (3.6.0.19).
- Pack house facilities will be upgraded to comply with the Standards, the mobile toilet will be used

daily and a cleaning roster will be established to ensure both are kept clean (3.6.0.21, 26, 31).

- Electrical Certificates of Compliance will be provided for all electrical installations on the farm (3.6.0.33).
- All fire extinguishers will be serviced by a qualified service provider and the escape route in the workshop will be cleared (3.6.0.34).
- All qualified first aid representative will have a fully stocked first aid box with them during working hours – this includes the pack house and the crèche. The H&S committee will monitor the stock and make sure all incidents are clearly recorded. This will all be included in the Medical Officer's annual report where he will also suggest methods to reduce these incidents in future (3.6.0.37, 39, 77, 78).
- All workers handling hazardous chemicals will receive training on their safe handling. Workers will be instructed to shower after spraying and to not take their PPE home at any time. Suitable storage and washing areas will be provided, and a roster drawn up for cleaning of PPE. All workers handling hazardous chemicals will be sent for blood tests pre and post spray season. The results will be kept by the medical officer and the spray team members will be informed of the results confidentially (3.6.0.42, 45, 46, 47, 48, 62, 63).
- Spray team members will receive the appropriate training. A job rotation system and a checklist for respirator filters will be implemented, and sprayers will be instructed on how both systems function (3.6.0.59, 60, 61, 64, 72).

Checklist of Requirements

Year 0

3.6.1	C	Make all work places, processes, machinery and equipment as safe as possible.	☐
3.6.2	C	Appoint a Health and Safety (H&S) Officer	☐
3.6.5	C	Display all H&S information clearly and understandably in the workplace.	☐
3.6.6	C	Train workers on occupational H&S, at least once a year, keep all training records.	☐
3.6.7	C	Train workers engaged in potentially hazardous work on health and environmental risks, keep all training records.	☐
3.6.8	C	Provide clean drinking water.	☐
3.6.9	C	Provide clean toilets, hand washing facilities and changing rooms for all workers and showers for pesticide handlers (1:25).	☐
3.6.11	C	Ensure company premises have no obvious defects and are safe, clean and hygienic.	☐
3.6.12	C	Ensure adequate lighting, heating and ventilation in indoor work-places.	☐
3.6.13	C	Ensure everything electric is properly placed, grounded and professionally inspected for overloading and leakage.	☐
3.6.14	C	Provide escape routes, fire exits, alarms, fire fighting equipment. Keep fire exits clear.	☐
3.6.15	C	Train new and existing staff in evacuation procedures.	☐
3.6.16	C	Provide emergency first aid facilities, equipment, and trained first aid staff.	☐
3.6.17	C	Ensure reports are compiled on work accidents and subsequent actions.	☐
3.6.18	C	Provide access to healthcare for work related illness or injuries.	☐
3.6.19	C	Ensure that PPE and pesticide application equipment is cleaned after use, stored separately and never taken home.	☐
3.6.20	C	Ensure free medical examinations, at least once a year, for workers handling hazardous chemicals.	☐
3.6.21	C	Do not engage the following in any potentially hazardous work: • Under 18 year olds • Pregnant or nursing women • Persons with incapacitating mental conditions • Persons with chronic, hepatic or renal diseases • Persons with respiratory diseases.	☐

3.6.24	C	Provide proper tools and work clothes for all workers appropriate to their tasks, and replace regularly.	
3.6.26	C	Appoint and identify a qualified Medical Officer.	☐
3.6.27	C	Maintain full, up to date, documentation on all sicknesses, accidents and proposed actions.	☐

Year 1

3.6.3	C	Establish H&S committee, with workers representatives, who meet regularly.	☐
3.6.28	C	Offer regular examinations and check-ups by a medical doctor at least every three years to all workers. Keep individual health records confidential.	☐

Year 3

3.6.4	D	Carry out regular H&S risk assessments	☐
3.6.25	D	Provide free occupational health care to all workers.	☐
3.6.29	D	Provide workers with free and regular medical care from an on- site dispensary, with regular access to a doctor.	☐

Year 6

3.6.10	D	Provide suitable areas where workers can rest, and canteens with cooking facilities.	
3.6.31	D	Establish a policy, in local context, to prevent and deal with major contagious diseases	

Topic 4.1

Managing Pests and Plant Diseases

Key Information

This section intends to minimize risks from the use and handling of pesticides by encouraging a reduction in the amounts of pesticides used, promoting the use of the least toxic pesticides as economically and technically feasible, and implementing and improving an integrated pest management system. Pest management requirements are applicable to all crops that the organization is certified for and also to the fields where they are grown. This means that the use of forbidden pesticides on the certified crop(s), even if not intended for the Fairtrade market, is not allowed.

Source Fairtrade standard HL.

Fairtrade promotes a three-pronged **strategy** for producers with regards to pesticides.

1. **Use minimal amounts of pesticides by adopting integrated pest management (IPM).**
requirements 4.2.1, 4.2.2, 4.2.3 and 4.2.14.
2. **Proper use of pesticides to avoid risks by reducing exposure of people.**
requirements 3.6.22, 3.6.23, 4.2.4 to 4.2.10.
3. **Choice of pesticides used; using chemicals with lower toxicity.**
requirements 4.2.11, 4.2.12, 4.2.13 and 4.2.15.

The intent of all requirements described in the Fairtrade Standard for Hired Labour **is to control the risk of exposure of workers** to hazardous substances, to prevent accidents, and to avoid long-term risks. The company is therefore required to enforce certain regulations with regards to the sale/ distribution, storage, and handling of agrochemicals.

Prohibited Materials List (PML)

Fairtrade includes in its Standards a list of dangerous pesticides known as the Prohibited Materials List (PML). The PML is a requirement that applies to all Fairtrade certified producers. It has two parts:

4. Part 1, the **Red List**, which includes a list of prohibited materials and
5. Part 2, the **Amber List**, which includes a list of materials which will be monitored and by 2015 decided whether or not they will be included in the Red List.

The current Red List of the PML can be considered as a composite list made up of core lists. Core lists are reference lists established by other organizations or as a result of an international agreement and have a clear rationale in terms of impact, for example persistent pollutants or pesticides with highest acute toxicity.

Applying the Fairtrade requirements

To ensure that workers can apply all Fairtrade requirements, the company has to ensure that:

- Workers have **the capacity** to apply the requirements, meaning they should be able to do certain things. This can be achieved with capacity building programs like training, demonstrations, work visits to other farms, linking inexperienced workers to experienced workers, etc. In the explanatory document for the Fairtrade Standard on Hired Labour technical details are provided on what should be done and what should not be done.

- It is **possible** to apply the requirements, for example by providing them with Personal Protective Equipment, methods other than pesticide application to prevent and control pests and diseases, proper storage facilities, proper disposal facilities for obsolete pesticides and empty containers, etc.
- Workers have **the motivation** to apply the requirements, for example by being aware of the negative consequences for their health when not applying the requirements.

In the table below, an overview is provided how the company can support workers to implement requirements:

Requirement	Description	Workers should be able to	Possibility	Motivation
3.6.23	Follow applicable re-entry times after spraying pesticides; ensure no one enters the farm during re-entry periods and foliage is dry before re-entering.	Find on the label the re-entry period and interpret the information.	Products need to have a label, warning signs that can be placed after application.	Understanding the risks of early re-entry.
4.2.2	Implement at least one alternative to pesticide application, and one preventative measure against pests.	Select an alternative preventive and control method and implement it.	Equipment, tools and/or other resources to implement alternative methods.	It helps if alternative control methods are easy to apply and are not too labour intensive.
4.2.3	Monitor the main pests and diseases on the Fairtrade crop, establish when pesticides are justifiable, and avoid pesticide resistance.	Recognise pests, know the threshold for each pest and disease and decide if action is needed.	Pictures of the most common pests with thresholds.	Reduction of costs on pesticides. Better pest and disease control, leading to higher yields.
4.2.6	Do not apply pesticides or hazardous chemicals near on-going human activity, keep 10 meter buffer zone.	Measure 10 meter buffer zone.	Equipment, tools and/or other resources to implement alternative methods.	Understanding the risks of not observing buffer zones.
4.2.7	Do not apply pesticides or hazardous chemicals by air above or around areas of human activity or water sources.	Apply alternative preventive and control measures.	Equipment, tools and/or other resources to implement alternative methods.	Understanding the risks of not applying nearby human activities and water sources.
4.2.8	Store pesticides and other hazardous chemicals in a way that minimizes risk.	Store pesticides by applying general rules of storage.	Safe storage facilities, and tools to store pesticides safely.	Understanding the risks of not storing pesticides safely, good storage facilities.
4.2.9	Ensure that pesticides and hazardous chemicals spills and accidents can be contained and handled effectively.	Apply all steps correctly when handling with a spill or accident.	Equipment to deal with spills and accidents.	Understanding the risks of not handling spills and accidents correctly.

4.2.10	Do not reuse empty chemical containers for water or food storage. They must be triple rinsed, punctured and stored properly until disposed.	Triple rinse, puncture and store empty containers.	Possibility to store and dispose empty containers safely.	Understanding the risks of reusing empty containers.
4.2.11	Do not use materials on the Fairtrade Red List on Fairtrade crops.	Recognise products on the Red List.	Pesticides that are not on the Red List. A copy of the Red List, including pictures of all products.	Access to good quality pesticides.
4.2.14	Herbicides are only used in the presence of weeds and the lack of alternative controls, as part of integrated strategy and in spot applications.	Prevent weeds and control weeds using other methods than pesticides.	Equipment, tools and/or other resources to implement alternative weeding methods.	Prevention of weeds which will reduce need for interventions. Higher yields.
4.2.15	Record pesticides used in detail.	Keep records.	Record keeping ledger.	Understanding the advantages of keeping records.

In case the company works with outgrowers or small-scale producers, it would be possible to outsource (part of) the pest management activities, for example the application of agrochemicals to professional applicators.

Additional Information

Exceptions on the **Red List** are granted by FLOCERT based on an evaluation of producer's request:

Only for the following WHO 1b pesticides may exceptions be granted for citrus and deciduous fruits.

- azinphos-methyl
- cadusafos (ebufos)
- dichlorvos
- methidathion
- methomyl

Only for the following WHO 1b pesticides may exceptions be granted for Flowers and Plants:

- cadusafos (ebufos)
- carbofuran

Only for the following WHO 1b pesticides may exceptions be granted for under the exception procedure without specific restriction in terms of crops, and only until June 2015:

- coumetratyl
- fenamiphos
- methiocarb
- oxamyl

The following pesticides may be allowed under the exception procedure without specific restriction in terms of crops, because they have just recently been moved from WHO II to WHO 1b and Fairtrade allows some time to those producers using it to introduce changes to their production system in order to comply:

- cyfluthrin
- beta-cyfluthrin

How do you make use of an exception?

According to the Fairtrade Prohibited Material Red List published in May 2011, you as a producer can request permission for derogation for the use of prohibited materials. You must request permission from FLOCERT before the prohibited material is used. Should the usage of a prohibited material be identified during an inspection, this may lead to a suspension of the certificate.

If a producer needs to use a prohibited material that is specifically listed on the Fairtrade International Prohibited Material Red list (see the annex to the Fairtrade Producer standards) as open for a derogation or in emergency cases, you are required to fill in the Producer Request for Derogation for the use of Prohibited Material Form (available from regular contact in FLOCERT) and submit the document to their regular contact with FLOCERT. Derogations can only be granted for material that is not at the same time listed on POP or PIC or PAN –Dirty Dozen (PAN-12) lists.

You must demonstrate that the use of these materials is minimized and undertaken only in case of definite need, used under appropriate conditions that minimize risks to health and using advanced techniques. An appropriate plan and record to substitute these materials must be developed and operated. Evidence of need must be demonstrated by the producer.

In case you would like to request derogation for the use of more than one prohibited material, you must submit a Request for Derogation for the use of Prohibited Material Form for each prohibited material.

FLOCERT will give permission for derogation for the use of the prohibited material once the form has been submitted to FLOCERT and the timelines for the phase out plan are confirmed by FLOCERT. Timelines set in the phase out plan should not exceed a period of 2 years. If necessary, the producer can apply for an extension of one year.

FLOCERT will check completeness of the information provided in the Request for Derogation for the use of Prohibited Material Form. The auditor will verify the evidence of need and the phase out plan during normal audits.

The use of a prohibited material with the specification “derogations upon request possible” or emergency use of pesticides that has not been declared via a request for derogation but has been found out by the auditor as being used on the Fairtrade crop is a Major non-conformity and may lead to an immediate suspension.

In case the auditor concludes that the evidence of need or the phase out plan is not in line with stipulations in the standard or in case the phase out plan is not implemented appropriately, FLOCERT will decide on a case by case basis whether it is considered as a Major non-conformity.

It is expected that the knowledge on the PML materials and identification of those which are still being used will trigger efforts on identifying available substitutes and promoting an exchange of best practices.

Source: Explanatory document on the Fairtrade Standard for Hired Labour

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.22 All chemical handlers - 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. Safety instructions on the product label are followed. If instructions are not available spraying time does not exceed 4 hours. - are relieved periodically from spray operations according to a job rotation scheme; - rinse off all equipment after spraying and wash their personal protective equipment before undressing; - shower after spraying; - control and change the filters of their respirators regularly. A checklist is used to carry out this task; - properly calibrate spray equipment.	If safety instructions on the product label do not specify maximum spray exposure times, then spraying times should not exceed 4 hours, unless documented evidence is provided that longer hours are safe. Spraying time includes both spraying and preparation, when exposure exists.	3.6.0.59	There is at least one training per year and the training is done by recognised institution or by specialists and cover areas such as safe application and risks involved.	There is schedule for such trainings with topics which cover all necessary areas and trainings are documented AND the training frequency is more than once a year.
				3.6.0.60	There is proof that safety instructions on the labels are followed, or that sprayers do not spray for more than 4 hours in a working day.	There is a SOP which clearly incorporate s safety instructions on the product label, and this is followed AND there is an internal audit to confirm this.
				3.6.0.61	There is a job rotation scheme, and it is implemented and is documented.	RANK 3 AND the rotation scheme has been planned and justified in accordance to the types of chemicals sprayed and the amount of time spent in spraying.
				3.6.0.62	All equipment is rinsed off after spraying and the chemical handlers wash their personal protective equipment before undressing.	
				3.6.0.63	Chemical handlers shower after spraying.	
				3.6.0.64	The respirators are controlled and changed as per the routine prescribed for the type of respirator used and there is a checklist for this task.	RANK 3 AND research into appropriate respirators and when to change them, as well as the written procedures have been well organised and clearly followed AND there is a internal audit to check the implementation of this clause.
				3.6.0.65	Spray equipment are calibrated as per the manufacturers requirements and are documented	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 3.6.23 After spraying pesticides, the applicable re-entry intervals as defined by the manufacturer are strictly followed. In the absence of a re-entry interval defined by the manufacturer or in case the manufacturer does not refer explicitly to cultivation practices used by the company (such as use of greenhouses) conditions the following re-entry intervals based on World Health Organization (WHO) acute toxicity categories apply: - Highly hazardous pesticides (WHO Ib): 24 hours; - Moderately hazardous pesticides (WHO II): 12 hours; - Slightly hazardous pesticides (WHO III): 6 hours. - Unlikely hazardous pesticides (WHO U): 4 hours. In all cases, the full re-entry intervals are observed and the foliage is completely dry before re-entering. The calculation of the re-entry interval starts at the end of the spraying. During the re-entry interval access to the area is not allowed and is marked by signs.	None	3.6.0.66	Re-entry time is as per the CC and the company has clear documented policy and rules establishing this.	
				3.6.0.67	In all cases, the full re-entry intervals are observed and the foliage is completely dry before re-entering.	Workers know that they have the right to refuse to go into a greenhouse if the foliage is still wet after spraying and will act on their rights.
				3.6.0.68	The calculation for the re-entry interval starts from the end of spraying.	Signs are clearly marked to show the times of the start of spray and end of spray and the re-entry time calculated.
				3.6.0.69	The sprayed areas are marked and workers are clearly denied access e.g. doors are locked/barriers are in place.	Workers have been trained about the re-entry times and understand the importance of staying out of the sprayed areas. Signs are written in a language that is understood and are easy to understand. Barriers are obvious and restrictive so that no one can walk through by mistake e.g., padlocks on doors/red tape/flags etc.
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.1 Your company has access to and receives guidance from an expert in integrated pest management (IPM).	The advisor does not have to be employed by your company, but the company must have the available and relevant information to be able to implement the elements of integrated pest management. This can include know-how regarding alternative controls other than pesticides, preventive measures and monitoring pests and diseases.	4.2.1.01	The company has access to guidance from an expert in integrated pest management (IPM) strategy.	
				4.2.1.02	The company has received guidance from an expert in integrated pest management (IPM) strategy.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.2 (Not applicable to crops that are organically certified) Your company implements at least one alternative control other than pesticide application and at least one preventive measure to avoid pest development in order to demonstrate control against pest and disease in the Fairtrade crop.	'Alternative controls' refer to methods other than the use of chemical pesticides. These can include biological controls such as the introduction of natural enemies or physical controls such as sticky traps to capture pests, as well as other means that aim to reduce and/or control the population of pests and diseases. 'Preventive measures' refer to the use of cultivation techniques that may inhibit the presence or the effects of pests and diseases. These can include crop rotation, use of groundcover, application of compost to the soil, removing plant parts infected with pests, removing plants that may host pests and intercropping.	4.2.1.03	At least one alternative control other than pesticide application has been implemented.	More than one alternative control has been implemented AND the company can show this has helped to reduce the amounts of chemicals used.
				4.2.1.04	At least one preventative measure other than pesticide application has been implemented.	More than one preventative measure has been implemented AND the company can show this has helped to reduce the amounts of chemicals used.
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.3 (Not applicable to crops that are organically certified) Your company monitors the main pests and diseases of the Fairtrade crop, and establishes a level of damage beyond which the need to use chemical pesticides is justified. The company avoids the build-up of resistance to pesticides.	Knowing and understanding the characteristics of the main pests of the Fairtrade crop will improve decisions on methods of control. This includes knowing how the pest affects the crop, conditions that may put the crop at risk, which parts of the plant are affected, where the pest develops and possible host plants. By recording the presence of the pest in the fields your company is able to concentrate efforts in pesticide applications by doing spot treatments. Pesticide application decisions are based on pest monitoring. Avoiding build-up of resistance to pesticides may include an appropriate pesticide application program where modes of action are rotated. It is a good practice to document action mechanisms of pesticides used against a specific pest or disease.	4.2.1.05	The company monitors main pests and diseases of the Fairtrade crop.	Comprehensive procedures are in place and followed.
				4.2.1.06	The company has established a level of damage beyond which the need to use chemicals is justified.	Comprehensive procedures are in place and followed.
				4.2.1.07	The company avoids the build-up of resistance of pesticides.	Comprehensive procedures are in place and followed.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.4 Your company provides training in hazards related to pesticides and other hazardous chemicals during working hours to all workers handling these materials, and ensures that these chemicals are handled properly and proper PPE is used (see 3.6.19).	'Handling' refers to transport, use, preparation, application, storage and disposal. Exposure may also be reduced by choosing certain formulations and modes of application. Further advice can be sought from the pesticide supplier or manufacturer. Periodic trainings on proper handling should be planned and implemented during working hours in order to provide updated information and to cover new workers.	4.2.2.01	All workers handling pesticides have been trained AND content of training was sufficient.	RANK 3 AND training materials are clear and correct AND measures are indeed implemented.
				4.2.2.02	Measures have been implemented and workers have access to PPE AND workers are provided with free essential PPE (employer may penalise for lost/damage due to improper use).	RANK 3 AND interviewed workers declare it is used at all times AND PPE is adapted to local weather conditions as much as possible in order to increase usability.
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.5 Your company ensures that all workers not directly handling pesticides or other hazardous chemicals are made aware of the hazards related to these materials.	None	4.2.2.03	At least 50% of workers have been informed AND content of information was sufficient.	At least 80% of workers have been informed AND content of information was sufficient AND there are informative materials AND there is an ongoing training/awareness plan/ refresher training, or no pesticides or hazardous chemicals are used.
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.6 Your company does not apply any pesticides or other hazardous chemicals near areas where there is on-going human activity (housing, canteens, offices, warehouses or the like). A buffer zone of at least 10 meters is kept unless there is a barrier that reduces pesticide drift effectively.	The size of reduced buffer zones may depend on the density of the barrier or methods of application	4.2.2.04	Buffer strips are respected.	Buffer strips are respected AND company carried out awareness activities AND there is an (organic) Internal Management System in place that works well.
0	Core Multi estate, single plantation	FLOCERT requirement		4.2.2.05	There is an overview map of the plantation with buffer zones marked and covers all areas where there is a risk of drift to sensitive areas e.g. water bodies, human habitat, protected areas etc.	
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.7 Your company does not apply pesticides or other hazardous chemicals by air above and around areas of on-going human activity or water sources. If spraying is outsourced to subcontractors your company ensures that all spraying requirements are met.	When spraying is done aurally, buffer zones need to be larger than when spraying from the ground. To guarantee that buffer zones are respected, the company should identify places with human activity, rivers and other water sources on maps for pilots responsible for the spraying. If it is not possible to avoid spraying over small rivers or irrigation channels that flow within fields, these can be protected by planting protective vegetation.	4.2.2.06	All aerial application of pesticides or other hazardous chemicals does not happen over areas of ongoing human activity or directly over water sources.	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.8 Your company maintains storage of pesticides and other hazardous chemicals under conditions that minimize risks. The storage area: • is locked and accessible only to trained and authorised personnel; • is ventilated to avoid a concentration of toxic vapours; • has equipment, such as absorbent materials, to handle accidents and spills; • is adequately illuminated to allow the responsible person to read product labels properly; • is made of fireproof material; • does not allow the storage of pesticides to be mixed with food, personal protection equipment or any other equipment or machinery; • has containers that are clearly labelled indicating contents, warnings, and intended uses, preferably in the original container when possible; and contains information on the proper handling of pesticides (safety sheets).	To further reduce risks your company is encouraged to store the least amount of stocks as practical depending on need, season, and distance to suppliers. It is good practice to keep the obsolete materials in the storage area until they can be disposed of safely.	4.2.2.10	The storage areas fulfil all the requirements.	RANK 3 AND to further reduce risks least amount of stocks as practical depending on need, season, and distance to suppliers is stored. obsolete materials are stored separately in the storage area until they can be disposed of safely.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.9 Your company is equipped to handle accidents, spills and potential accidents effectively in areas where pesticides or hazardous chemicals are prepared or mixed for use. In case a spill occurs, seepage into the soil or water supply is avoided. The company plans spraying in such a way as to have no or very little spray solution remaining.	Equipment to handle spills may be simple, such as absorbent material. Soil contaminated by the spill is collected and stored until the proper disposal method is found. Your company should aim to involve chemical suppliers and/or local authorities in providing support on how to best handle this soil.	4.2.2.11	Storerooms controlled by the company are at least locked and accessible only to trained and authorised personnel, ventilated, with labelled materials and do not contain food.	Store rooms controlled by the company minimize risks according to all specifications in the requirement AND stocks are as minimal as possible AND there are additional measures to minimize risks such as contact details for emergencies, fire extinguishers, waterproof floor, concrete curbing, sloped floor, etc.
				4.2.2.12	There are effective procedures in place to avoid seepage AND they are followed.	RANK 3 AND Rivers, water bodies, houses and other sensitive areas are identified in maps, communicated in advance to pilots and are always avoided AND the company warns local population of spraying times, or no pesticides or hazardous chemicals are used.
				4.2.2.13	No considerable amounts of spray solution are left (and stored in spraying equipment, etc or disposed).	The company is a good example of Internal Management System OR no pesticides or hazardous chemicals are used.
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.10 Your company does not reuse empty pesticide or hazardous chemical containers for water or food storage. Empty containers are triple rinsed and the rinse water is used in the mix of pesticides to be applied. Once triple rinsed, empty containers are punctured and stored while awaiting disposal. All waste equipment that has been in contact with pesticides or hazardous chemicals is cleaned and stored in a proper way.	Stored in a proper way means to reduce risk of hazards by keeping away from people, animals and water sources. 'Waste equipment' refers to other waste material that has been in contact with pesticides or hazardous chemicals, such as personal protection equipment (PPE), filters, measuring and application equipment. The company is encouraged to contact chemical suppliers and/or local authorities for disposing of these materials. Pesticide and hazardous chemical remnants are covered under requirements related to storage.	4.2.2.14	There are no indications of workers reusing pesticide containers AND interviewed workers know the dangers.	RANK 3 AND Rivers, water bodies, houses and other sensitive areas are identified in maps, communicated in advance to pilots and are always avoided AND the company uses an offsite legally registered disposal company to dispose of the containers.
				4.2.2.15	No dirty equipment or dirty/ non-punctured empty containers are found.	The company is a good example of Internal Management System, or no pesticides or hazardous chemicals are used.
				4.2.2.16	Storage of rinsed and punctured containers is well contained, covered and locked AND records of disposal are clear and traceable.	
				4.2.2.17	No dirty equipment or dirty/ non-punctured empty containers are found.	The company is a good example of Internal Management System, or no pesticides or hazardous chemicals are used.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.11 Your company does not use materials on the Fairtrade International Hazardous Materials List (HML) part 1 (Red List) on Fairtrade crop(s) (see annex 2). All synthetic materials are used only if officially registered and permitted for use on the crop/product in the country of usage. Pesticides prohibited in the HML part 1 (Red List) are clearly marked 'Not for use on Fairtrade crops'.	The Fairtrade International HML has three parts, Part 1 (Red List) which includes a list of prohibited materials and Part 2, the Orange List, which includes a list of materials that that can only be used under conditions specified in the standard 4.2.12 and the use of which will be monitored and part 3, the Yellow List, which includes a list of materials that are flagged for being hazardous. Your company is encouraged to abandon the use of materials in the Orange and Yellow Lists. Your company may use materials listed on the HML on crops that are not Fairtrade crops, but will be asked by auditors for which crops and pests they are being used. The company is encouraged not to use these materials on any of the crops as they are dangerous for health and the environment. There are many materials that are not approved for use in agriculture due to their extreme hazardous nature or are now considered obsolete and all of them are not listed in the HML. It is therefore extremely important that only officially approved materials are used for crop production and for purpose for which they are approved. Traditional pest control methods such as botanical preparations can be used even if they are not explicitly approved for use in agriculture, provided they are not explicitly prohibited for use.	4.2.3.01	Use was found in < 5% of sampled crops AND the company has developed a procedure to ensure that workers do not use on the Fairtrade crops any material that appears on the Fairtrade International Prohibited Materials List.	No use was detected in audit AND there is an (organic) Internal Management System that works well.
				4.2.3.02	Only pesticides registered for use in the country are used on the Fairtrade crops.	
				4.2.3.03	Pesticides prohibited in the HML Part 1 (Red List) are clearly marked "Not for use on Fairtrade crops".	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.12 Your company use the materials in the Orange List on Fairtrade crops only under the following conditions: – You fulfil the specific conditions of use. (See Annex 2.); AND – You only use a material in the Orange List: i) as part of avoiding pesticide resistance build up in pests, ii) in rotation with less harmful pesticides, iii) as part of Integrated Pest Management (IPM) and iv) includes non-chemical control measures; AND – You develop a plan for reducing/phasing out the use of the materials including information on the type of material (technical name/active ingredient (a.i.), formulation (% of a.i.), commercial name), the quantity used (spray concentration (a.i./ha or % or ppm etc.) and total consumed a.i./ha/year), actions taken for reducing/phasing out the material including details of other non-chemical controls which are part of the IPM strategy. The plan is implemented and made available to the certification body.	None	4.2.3.14	All conditions for use are fulfilled.	There is a documented QMS to ensure that the conditions are met AND the phase out plan is effectively implemented.
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.13 Your company has a procedure in place to ensure that materials on the Fairtrade International HML part 1 (Red List) are not used on the Fairtrade crop.	The procedure describes any series of measures that are effective for your company.	4.2.3.06	The company has implemented at least one measure on awareness raising, i.e. providing information to workers in any form AND described it in writing.	There is an (organic) Internal Management System that works well.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.14 Your company decides to use herbicides based on the presence of weeds and lack of alternative controls. If used, herbicides should only be one element of an integrated strategy against weeds and used in spot applications.	In case herbicides are used in the production of Fairtrade crops, this use has to be justified by your company. Strategies may include activities to avoid favourable growing conditions for weeds, to bring competition to weeds or to promote alternative control measures such as mechanical weeding, manual weeding, using herbivores or biological control.	4.2.3.07	Decisions to use herbicides are based on presence of weeds and lack of alternative controls.	The company has a policy of not using herbicides for weed control.
				4.2.3.08	(Only applicable if herbicides are used) Herbicides are only one element of an integrated strategy against weeds and used in spot applications.	The company has a policy of not using herbicides for weed control.
0	Core Multi estate, single plantation	Fairtrade Standard 4.2.15 Your company records pesticides used. Your company indicates which of those materials are on the Fairtrade International HML (Part 1 Red List; Part 2 Orange List and Part 3 Yellow List; see annex 2). At minimum is the name of person who applied the pesticides, name of active ingredient, commercial brand name and amount of pesticide used, method of application, name of target pest or disease, crop, date and site are included.	Recording pesticides will increase your company's awareness of the relationship between the amounts of pesticides used and the resulting impact it has on controlling pests by cross referencing this information with pest monitoring. The company will be able to analyse trends and establish goals on reduction and maximum amounts. It is good practice to record the commercial name as well as the active ingredient. It is suggested that the amount of pesticide used be recorded as amount of active ingredient used per unit of area. 'Method of application' is the type of equipment or type of formulation used. For 'target pest or disease' the common name may be recorded. It is suggested to include the plot.	4.2.3.11	You have compiled a regularly updated list of the pesticides used and indicate which of those materials are on the Fairtrade International HML Part 1 (Red List), Part 2 (Orange List) and Part 3 (Yellow List) and records are kept.	RANK 3 AND The company uses the records to analyse trends and establish goals on reduction and maximum amounts.
				4.2.3.12	There are records of pesticide use for at least the last 12 months.	

Guidelines for the Trainer

- Materials needed:**
- ☒ Flip-sheets and markers
 - ☐ Copies of the checklist of requirements
- Time needed:** 1.5 to 2 hours
- Preparations:**
- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline
 - ☐ Prepare a flip-sheets with the following text:
Complying with requirements:
Capacity
Possibility
Motivation

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	3.3.9	Additional requirement	3.6.0.70
			3.6.0.71
	4.1.1	Additional requirement	4.2.2.08
			4.2.2.09
	4.1.2	Additional requirement	4.2.2.07
Fresh fruits	4.1.1	Additional requirement for banana companies	4.2.3.09
Prepared and preserved fruit	4.1	Additional requirement for banana companies	4.2.3.09



Note for the trainer:

At the end of this session, you will have a flip-sheet with action points. Make sure to add for each action point who is responsible and when it will be done.

Session in Short

Set up: 2-5 min

Delivery:

10-15 min: current practices

20-25 min: complying with Fairtrade requirements for the company

60-65 min: assisting workers to comply with Fairtrade requirements

Finish: 2-5 min



Set up – 2-5 minutes

- Attention:** Ask to mention a few pests and diseases that harm the crops produced/processed by the company. Say that workers need to be able to manage these pests and diseases to avoid crops are damaged or even destroyed.
- Title:** Tell the title of the session: *Managing pests and plant diseases*.
- Objectives:** During this session, we are going to discuss how we can support workers to comply with the Fairtrade requirements concerning pests and disease management. All requirements are core and all but one need to be applied in year 0.
- Benefits:** If pests and plant diseases are properly managed, crops will not be damaged. Applying the Fairtrade requirements will protect the health of the people involved in pests and disease management and their communities, and it will contribute to sustainable production.
- Direction:** We will not discuss technical details of pest management but rather focus on how to comply with the Fairtrade requirements.

Delivery

Explanation, Visualisation, Exercise, and Application:

Current practices – 10-15 minutes

1. To get an idea **how** pest and disease management **is done** in the company, ask the following questions (do not comment or go into discussion on how to handle certain aspects, just ask the questions to know what is going on):
 - a. Are workers **trained** in pest and disease management? If yes, what type of topics are covered?
 - b. Are any measures used to **prevent** pests and diseases? If yes, which ones?
 - c. What methods are used to **control** pests and diseases?
 - d. Are **pesticides** used?
 - e. If pesticides are used, who is **applying** the pesticides: the workers or professional applicators?
 - f. If pesticides are used, **from where** do workers/applicators get the pesticides (are they supplied by the company or do workers/applicators purchase them)?

- g. *If pesticides are used, where are they **stored**?*
- h. *If pesticides are used, where do workers/applicators **dispose** left-over pesticides and empty pesticide bottles?*

2. Then ask:

- a. *What are the **main challenges** with pest and disease management?*
- b. *How did you try to **solve** these challenges? Did the solution work or not?*

Complying with Fairtrade requirements for the company – 15-20 minutes

3. Say that Fairtrade has a total of **17 requirements** with regards to pest and disease management. The aim of these requirements is to **reduce the use of pesticides and to minimize risks** from the use and handling of pesticides by using **three strategies**:
 - Use minimal amounts of pesticides by adopting Integrated Pest Management (IPM).
 - Proper use of pesticides to avoid risks by reducing exposure of people.
 - Choice of pesticides used and using chemicals with lower toxicity.
4. **Distribute the checklist with requirements.** Ask one of the participants to read out loud all requirements. Ask:
 - a. *Which of these requirements will be implemented by the workers? That will be requirements 3.6.23, 4.2.2, 4.2.3 to 4.2.11, 4.2.14 and 4.2.15 (at field level).*
 - b. *Which of these requirements will be implemented by the company (and not by the workers)? That will be requirements 3.6.22, 4.2.1, 2.4.4, 4.2.5, 4.2.12, 4.2.13 and 4.2.15 (at company level).*
5. Start with the requirements that will be implemented by the company. **Requirements 3.6.22 and 4.2.4** are about **training**. Ask the following questions:
 - a. *Who are the spray operators? Are they trained in all these topics, or do they need more training? Who in the company is responsible for this? Are refresher courses organised? In case any action needs to be taken, write it on a flip-sheet.*
 - b. *Who are the chemical handlers? Are they the same as the operators? Are they trained in all these topics, or do they need more training? Who in the company is responsible for this? Are refresher courses organised? In case any action needs to be taken, write it on a flip-sheet.*
6. Continue with **requirement 4.2.5**. All workers need to be made **aware of the hazards** related to pesticides and chemicals.
 - a. *How can awareness on hazards be created? You can organise a meeting, hang up posters, invite someone who is respected by the workers (an expert, government official) to talk about the risks, etc.*
 - b. *Is it enough to do this one time? No, people will not become aware by hearing a message once. You need to repeat the message and use different methods to convey the message.*
 - c. *Who in the company is responsible for doing this? Agree who will organise the awareness creation and when. Write what has been agreed on a flip-sheet.*

7. According to **requirement 4.2.1** the company needs to have the **guidance from an IPM expert**.
- Do you know someone? If no, where can we get this information?* You can check with the ministry of agriculture or an NGO or international organisation (FAO, CABI).
 - What do we expect from this expert? What should he/she do?* Some requirements (4.2.2, 4.2.3 and 4.2.14) are linked to IPM. The expert can advise how best to implement these requirements. The expert does not need to be hired by the company but rather ensures that the company has access to relevant materials.
8. **Requirement 4.2.12 and 4.2.13** refer to the **Red List**. Explain what the **Prohibited Materials List (PML)** is. Fairtrade includes in its Standards a list of dangerous pesticides known as the Prohibited Materials List (PML). The PML is a requirement that applies to all Fairtrade certified producers. It has two parts:
- Part 1, the **Red List**, which includes a list of prohibited materials and
 - Part 2, the **Amber List**, which includes a list of materials which will be monitored and by 2015 decided whether or not they will be included in the Red List.
9. Ask:
- Who in the company is responsible for pesticide use?* Agree that this person needs to go over the list to check if the company is using any of these products.
 - In case there are products that the company is using at this time, how can you deal with this?* The company should look for alternative products and ask the IPM expert for advice. You can add that there are certain exceptions possible which you can discuss with them in case the company uses a prohibited product.
 - In addition, the company needs to have procedures in place to ensure prohibited materials are not used (**requirement 4.2.13**). What could be in these procedures?* Let several people contribute. Key of the policy is to ensure that all workers are **aware** of the list with prohibited materials, the **consequences** of using prohibited materials, and making good quality products **available**.
10. Finally, **requirement 4.2.15** says that the company needs to **record details on the use of pesticides** (core requirement for year 3). The following needs to be recorded:
- The name of the person who applied the pesticides
 - Active ingredient
 - Brand name
 - Amount of pesticide used
 - Mode of action
 - Targeted pest/disease
 - Crop
 - Date
 - Site
11. Ask the following question:
- Do you already keep track of all this information?*
 - If yes, how?*

- c. *If not, how can we get this information?* The easiest is to have the persons applying the pesticides keep records of their application.
- d. *How can we ensure that applicators keep track of these records?* You need to give them ledgers for keeping records, train them, and give them incentives to keep records.
- e. *How can you motivate the applicators to keep records?*

Assisting workers to comply with Fairtrade requirements – 60-65 minutes

12. Continue with the requirements that need to be **implemented by the workers**. Say that it is the **responsibility of the company** to ensure that workers follow the requirements. Therefore, the company has to support workers to comply with all requirements.
13. Paste the flip-sheet with the heading *Complying with requirements* on the wall. Explain that for workers to be able to comply with all requirements, the workers need to have:
 - a. The **capacity** to apply the requirements. Ask: *What do we mean with capacity?* Capacity means that people are able to do something. This can be achieved with capacity building programs like training, demonstrations, work visits to other farms, linking inexperienced workers to experienced workers, etc.
 - b. The **possibility** to apply the requirements. Ask: *What do we mean with possibility?* Possibility often means to have access to (for example, you cannot wear Personal Protective Equipment if you do not have PPE). Sometimes it can also be linked to what is culturally or traditionally accepted in the community. In case a practice is not accepted in the community, no one will implement it.
 - c. The **motivation** to apply the requirements. Ask: *What do we mean with motivation?* Workers need to have a reason or incentive to comply with the requirements. Ask: *What can be a good motivation?* For example, by being aware of the negative consequences for their health when not applying the requirements.
14. Say that we are going to look at all **requirements for workers**. Discuss **requirement 3.6.23** together by asking the following questions (use the input as described in the key information):
 - a. *Do workers already do this or implement this?*
 - b. *If not implemented yet, what should workers **be able to do**?* Focus here on actions, not on knowledge (because having knowledge will not always lead to action).
 - c. *If not implemented yet, do workers have the **possibility** to implement it? If no, what is lacking? What should the company provide to make it possible to implement?*
 - d. *If not implemented yet, do workers have the **motivation** to implement it? How can we motivate workers?*

15. When you have discussed requirement 3.6.23, divide **participants** into pairs or groups of 3 (make sure every group has someone who can read and write). Divide requirements 4.2.2, 4.2.3, 4.2.6 to 4.2.11, 4.2.14 and 4.2.15 equally over the groups. The groups should **answer the following questions**:

- a. *Do workers already do this?*
- b. *What should workers **be able to do**?*
- c. *What do workers need to have the **possibility** to implement it?*
- d. *What could be a **motivation** for workers to implement it?*

Give all groups flip-sheets to write down their results. **Let the groups work** and walk around to guide them.

16. **Discuss the results.** Let each group present their results. Ask questions for **clarification** and **add information** mentioned in the key information. Agree on **who in the company is responsible** for putting this in place and add his/her name on the flip-sheet next to the corresponding requirement.



Note for the trainer:

In case the company works with outgrowers or small-scale producers, it would be possible to outsource (part of) the pest management activities, for example the application of agrochemicals to professional applicators.

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Add that in the *Explanatory document for the Fairtrade Standard on Hired Labour* **technical details** are provided on what should be done and what should not be done. This can serve as a **guideline** for capacity building programs.

Finish – 2-5 minutes

Summary: Repeat a few of the requirements and how the company can support workers to comply with the requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What should workers be able to do with regards to pest and disease management?*
- *What can the company provide to workers to help them to comply with all requirements?*

Next step: Repeat who is responsible for the action points and agree when it should be done.

Checklist of Requirements

Year 0

3.6.22	C	Ensure that spray operators: • Are thoroughly trained • Are relieved periodically from spraying through job rotation • Rinse all PPE and equipment before removing protective clothing • Shower after spraying • Control and change respirator filters regularly • Calibrate spray equipment regularly as required	☐
3.6.23	C	Follow applicable re-entry times after spraying pesticides; ensure no access takes place during re-entry period and foliage is dry before re-entering.	☐
4.2.1	C	Ensure guidance from an integrated pest management (IPM) expert.	☐
4.2.2	C	Implement at least one alternative to pesticide application, and one preventative measure against pests.	☐
4.2.3	C	Monitor the main pests and diseases on the Fairtrade crop, establish when pesticides are justifiable, and avoid pesticide resistance.	☐
4.2.4	C	Provide training to all chemical handlers on hazards of chemical use and on the proper way to handle chemicals and use PPE.	☐
4.2.5	C	Ensure that all workers are aware of the hazards related to pesticides and chemicals.	☐
4.2.6	C	Do not apply pesticides or hazardous chemicals near on-going human activity, keep 10 meter buffer zone.	☐
4.2.7	C	Do not apply pesticides or hazardous chemicals by air above or around areas of human activity or water sources.	☐
4.2.8	C	Store pesticides and other hazardous chemicals in a way that minimizes risk.	☐
4.2.9	C	Ensure that pesticides and hazardous chemicals spills and accidents can be contained and handled effectively.	☐
4.2.10	C	Do not reuse empty chemical containers for water or food storage. They must be triple rinsed, punctured and stored properly until disposed.	☐

4.2.11	C	Do not use materials on the Fairtrade Red List on Fairtrade crops.	☐
4.2.12	C	If materials on the Red List are used, permission must be granted first by the certification body.	☐
4.2.13	C	Procedures are in place to ensure prohibited materials are not used.	☐
4.2.14	C	Herbicides are only used in the presence of weeds and the lack of alternative controls, as part of integrated strategy and in spot applications.	☐

Year 3

4.2.15	C	Record pesticides used in detail.	☐
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Topic 4.2

Managing Soils

Key Information

Good practices in the handling of fertilizers can reduce pollution in water sources and the wasting of resources. Improving fertility is a relevant activity to improve sustainability in agriculture.

Supporting workers to implement all requirements:

Requirement	Description	Workers should be able to	Possibility	Motivation
4.3.3	Only apply fertilisers according to the needs of the crop.	Identify the needs of the crop in terms of nutrient deficiencies.	Simple soil testing kits can help or posters with the symptoms (in visuals) of the main nutrient deficiencies.	Higher yields.
4.3.4	Store fertiliser in a way that ensures no risk of water pollution. Store fertiliser and pesticides separately.	Store fertilisers by applying general rules of storage.	Safe storage facilities, and tools to store fertilisers safely.	Understanding the risks of not storing fertilisers safely, good storage facilities.
4.3.5	Identify any land at risk, or already eroded and take suitable measures to control erosion.	Identify any land at risk, or already eroded and take suitable measures to control erosion.	Equipment or tools to control erosion.	Understanding the negative effects of soil erosion on yields.
4.3.6	Identify land where ground cover is needed and put a plan in place to establish cover.	Identify land where ground cover is needed and put a plan in place to establish cover.	Guidelines for plans, seeds to establish cover.	Provision of seeds to establish cover.
4.3.7	Implement practices to enhance soil fertility.	Implement practices to enhance soil fertility.	Equipment, tools, or shade tree seedlings to enhance soil fertility.	Understanding the positive effects of enhancing soil fertility, provision of shade tree seedlings, higher yields.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.3.1 Your company does not use human sewage sludge for fertilizer.	Human sewage sludge poses health risks for people working with it and can cause food poisoning via food crops.	4.3.1.01	The company ensures that fertilizing with human sewage sludge does not take place.	RANK 3 AND it is not used at all in the plantation.
0	Core Multi estate, single plantation	Fairtrade Standard 4.3.2 Your company does not use untreated sewage water for fertilization, irrigation and processing of Fairtrade crops.	Untreated human sewage water poses health risks to people working with or near it and can cause food poisoning via food crops.	4.3.1.02	Untreated sewage water is not used for irrigation and processing of Fairtrade crops.	
1	Core Multi estate, single plantation	Fairtrade Standard 4.3.3 Your company only applies fertilizers (organic and inorganic) in amounts that respond to the nutrient need of the crop.	The company fertilizes based on a nutrient analysis of the plots. Frequency of analysis is defined by the company.	4.3.1.03	The company applies fertilizers (inorganic and organic) in amounts that respond to the nutrient need of the crop.	The nutrient management is done on the basis of expert advice based on nutrient analysis AND the nutrient analysis is done in a regular manner, the frequency of which is set by the company.
0	Core Multi estate, single plantation	Fairtrade Standard 4.3.4 Your company stores fertilizers (inorganic and organic) in a way that minimizes the risk of polluting water. Fertilizers and pesticides are stored separately.	Fertilizers, especially nitrogen, can pollute water sources. Cross contamination between fertilizers and pesticides may lead to crop damage therefore they should not be stored in proximity of each other. This does not mean that they must be stored in separate storage rooms. If the label or the instructions allows mixing, they can be stored together.	4.3.1.04	The company stores fertilizers (inorganic and organic) in a way that minimizes the risk of polluting water.	
				4.3.1.05	Except those that as per instructions in the label, no other chemicals are kept in ways that will allow mix ups.	There are separate rooms for keeping fertilizers and pesticides.
3	Development Multi estate, single plantation	Fairtrade Standard 4.3.5 Your company identifies land at risk of soil erosion and land that is already eroded and undertakes practices that reduce and/or prevent soil erosion caused by wind, water, and/or human or animal impact.	Practices to reduce or prevent soil erosion include prevention measures to avoid erosive conditions, remedial actions, implementing groundcovers or other kinds of vegetation.	4.3.2.01	The company documented (in writing or maps) existing and potential general problems in the area.	The company inspected all plantations and documented in writing existing and potential problems.
				4.3.2.02	The company undertakes practices designed to reduce and/or prevent soil erosion caused by wind, water, and/or human or animal impact.	
3	Development Multi estate, single plantation	Fairtrade Standard 4.3.6 Your company identifies areas where ground cover is needed and has a plan with a maximum timeline to establish groundcover in all identified areas in order to avoid bare soil.	Groundcover should be planted in order to prevent soil erosion, increase water availability and control weeds. If soil erosion conditions do not exist, it is still a good practice to avoid bare soil and to introduce groundcover. For perennial systems, the management of the perennial groundcover protects soil, builds fertility, and conserves natural resources and biodiversity. In non-permanent crops the use of groundcover should be explored. Implementing groundcover may not be applicable for certain crops.	4.3.2.03	There is an overview map with identified area which needs groundcover there is no explicit omissions.	
				4.3.2.04	The company has defined a timeline by when all identified areas will be covered in order to avoid bare soil.	There is a plan including timelines and actions are already taking place.
1	Core Multi estate, single plantation	Fairtrade Standard 4.3.7 Your company implements practices designed to enhance soil fertility.	The company should establish its own internal guidelines for minimum requirements to ensure soil fertility and improved soil structure. These requirements are based on techniques and practices known to be effective in the long term. The company should evaluate the possible causes of reduced fertility or poor soil structure and implement remedial actions. Practices may include crop rotation, intercropping, agroforestry, the use of ground covers or incorporating compost or green manures into the soil.	4.3.3.01	Practices to enhance soil fertility are implemented and include internal guidelines for minimum requirements to ensure soil fertility and improved soil structure.	Practices includes short and long term measures to reduce loss in soil fertility and improve soil fertility and this includes Integrated Nutrient Management Plans AND the company has evaluated possible causes of reduced fertility or poor soil structure on any of the land under its scope where Fairtrade products are produced AND measures already take place.

Guidelines for the Trainer

Materials needed: ☒ Flip-sheet and markers

☐ Copies of the checklist of requirements

Time needed: 1 hour and 5 to 15 minutes

Preparations: ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline

Product specific requirement: No additional requirements.



Note for the trainer:

In At the end of this session, you will have a flip-sheet with action points. Make sure to add for each action point who is responsible and when it will be done.

Session in Short

Set up: 2-5 min

Delivery:

60-65 min: Assisting workers to comply with Fairtrade requirements

Finish: 2-5 min



Set up – 2-5 minutes

Attention: Ask if the company is implementing any activities related to soil management. Do not go into detail on what they do, a simple yes or *no* is sufficient.

Title: Tell the title of the session: *Managing soils*.

Objectives: During this session, we will discuss how the company can comply with requirements linked to soil management, including fertiliser application, managing erosion, and improving soil fertility. Just as with pest management, some requirements are for the company to apply, while others need to be applied by the workers. We will discuss what you as company can do to help your workers to comply with all requirements.

Benefits: If soil is managed in the correct way, it will increase yields. Complying with the Fairtrade requirements will help to manage the soil correctly.

Direction: We will not discuss technical details of soil management but rather focus on how to comply with the Fairtrade requirements.

Delivery

Explanation, Visualisation, Exercise, and Application:

Assisting workers to comply with Fairtrade requirements – 60-65 minutes

1. **Distribute the checklist with requirements.** Ask someone to read out loud all requirements. Then ask: *Which requirements need to be applied by the company and which ones by the workers?* All requirements need to be **implemented by the workers**.
2. Remind everyone that workers will only implement requirements if they have:
 - a. The **capacity** to apply the requirements. Capacity means that people are able to do something.
 - b. The **possibility** to apply the requirements, for example by providing them with tools or equipment.
 - c. The **motivation** to apply the requirements. For example, by being aware of the negative consequences for their health when not applying the requirements.
3. Start with **requirement 4.3.1**: Do not use **human sewage sludge** for fertiliser. Ask the following questions:
 - a. ***Why** should we not use human sewage sludge for fertiliser?* Human sewage sludge poses health risks for people working with it and can cause food poisoning via food crops.
 - b. *How can we **ensure** that workers will not use human sewage sludge for fertiliser?* You should create awareness on the risks of using human sewage sludge for fertiliser and offer alternatives.
 - c. *What **alternatives** can we use? What is the company already using?* You can use compost or any other type of fertilisers.
 - d. *How can the company ensure workers have **access to** compost and other fertilisers?* Workers can make their own compost. The company can purchase fertilisers in bulk.
 - e. *What should the company do to have workers make their own compost?* The company can organise training and create posters with a step-by-step explanation on how to make compost (or check with NGOs or projects if they have posters). Agree on who is responsible for this in the company and write it as an action point on a flip-sheet.
 - f. *What should the company do to purchase fertilisers in bulk (if the company is interested in this)?* The company can make a deal with a supplier. Agree on who is responsible for this in the company and write it as an action point on a flip-sheet.
4. Continue with **requirement 4.3.2**: Do not use **untreated sewage water** for irrigation and processing. Ask the following questions:
 - a. ***Why** should we not use untreated sewage water for irrigation and processing?* Untreated human sewage water poses health risks to people working with or near it and can cause food poisoning via food crops.
 - b. ***How** can we ensure that workers will not use untreated sewage water for irrigation and processing?* You should create awareness on the risks of using untreated sewage water for

irrigation and processing and ensure access to other water sources (or to ways to treat sewage water).

- c. *How can the company organise awareness creation on this?* Agree on action points and write them on the flip-sheet.
- d. *In case the company supplies water for irrigation, check the water source. Is there any need for action?* Write down any action point.

5. For the other five requirements, do a similar exercise as for Pest management. Divide the group into pairs. Divide the five requirements equally over the pairs. Each pair should **answer the following questions**:

- a. *Do workers already do this?*
- b. *What should workers **be able to do**?*
- c. *What do workers need to have the **possibility** to implement it?*
- d. *What could be a **motivation** for workers to implement it?*

Give all groups flip-sheets to write down their results. **Let the groups work** and walk around to guide them.

6. **Discuss the results.** Let each group present their results. Ask questions for **clarification** and **add information** mentioned in the key information. Agree on **who in the company is responsible** for putting this in place and add his/her name on the flip-sheet with the corresponding requirement.

7. Add that in the *Explanatory document for the Fairtrade Standard on Hired Labour* **technical details** are provided on what should be done and what should not be done. This can serve as a **guideline** for capacity building programs.



Set up – 2-5 minutes

Summary: Repeat a few of the requirements and how the company can support workers to comply with the requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What should workers be able to do with regards to soil management?*
- *What can the company provide to workers to help them to comply with all requirements?*

Next step: Repeat who is responsible for the action points and agree when it should be done.

Checklist of Requirements

Year 0

4.3.1	C	Do not use human sewage sludge for fertiliser.	
4.3.2	C	Do not use untreated sewage water for irrigation and processing.	
4.3.4	C	Store fertiliser in a way that ensures no risk of water pollution. Store fertiliser and pesticides separately.	

Year 1

4.3.3	C	Only apply fertilisers according to the needs of the crop.	
4.3.7	C	Implement practices to enhance soil fertility.	

Year 3

4.3.5	D	Identify any land at risk, or already eroded and take suitable measures to control erosion.	
4.3.6	D	Identify land where ground cover is needed and put a plan in place to establish cover.	

Topic 4.3

Managing Water and Wastewater

Key Information

To ensure sustainability in agriculture, good management of water is essential. Fairtrade standards require the producer to ensure good water practices taking into account where and how the water is sourced, minimising the volumes used, recycling of water wherever possible and making sure that any wastewater does not pollute. Wastewater encompasses a wide range of potential contaminants and concentrations.

Water is especially important in industrialized processes (e.g. production, cleaning and rinsing). If unregulated, industrial wastewater has the potential to be a highly toxic source of pollution.

Wastewater management

The objective of wastewater management is to reduce the volume and extent of water pollution through certain measures. These measures include capturing water once it is polluted, treating polluted water, and using techniques for returning it to the environment and to safely reuse wastewater.

The most cost-effective solutions usually focus on preventing contaminants from entering the wastewater stream or developing a closed system of water use. Industry can also benefit from access to cleaner water resources with fewer impurities, as impurities can add costs to the production processes. In relation to wastewater the focus of Fairtrade is that wastewater coming out from central processing facilities is treated or that it does not have a negative impact on water quality, soil fertility or food safety.

If there is a central processing facility it is important to first identify the type of waste or pollutant present in the water and to then identify the possible treatment methods. Ensure that treatment methods are implemented that prevent pollution of the environment and health risks for producers, workers, or the neighbouring community.

Source: Explanatory document on the Fairtrade Standard for Hired Labour

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 4.3.8 Your company evaluates possible health risks from irrigation water, and if deemed appropriate makes an analysis and acts upon the results of the analysis.	In cases where water sources may be suspected to be harbouring disease causing agents (for example if a village is located upstream) the company should analyse water, identify health risks for workers and food crop safety, and find possible solutions.	4.3.4.01	The company has evaluated possible health risks from irrigation water.	
				4.3.4.02	At least one analysis per year is done for the irrigation water per source and there is at least one action taken to reduce the effect of poor quality of irrigation water on health.	RANK 3 AND there is a quality monitoring system within the company which is certified as per international recognized environmental standards.
1	Core Multi estate, single plantation	Fairtrade Standard 4.3.9 Your company knows where water used in irrigation and processing of Fairtrade crops comes from. An inventory of sources is available.	The company should have a map or sketch illustrating the location of the water sources.	4.3.4.03	The company knows where water used in irrigation comes from.	
				4.3.4.04	An inventory of sources (e.g., through maps/sketches illustrating the location of water sources) is available.	
1	Core Multi estate, single plantation	Fairtrade Standard 4.3.10 Your company implements procedures to make efficient and rational use of water sources. These procedures include prediction of volumes of water needed to irrigate the crop, measuring (or estimating) volumes of water extracted from sources and volumes actually used in irrigation and processing, providing maintenance to the water distribution system and adopting, as applicable, methods to recirculate, reuse and/or recycle water.	Methods to predict water needs should take into account the amount of water lost by evaporation and transpiration. The amounts may be estimated through simple methodologies or accurately measured through more sophisticated technology. Your company may explore more efficient ways of using water in processing facilities.	4.3.4.05	All measures listed in this CC has been undertaken.	The water use system has been audited and certified under a recognized environmental standard for water use efficiency.
3	Development Multi estate, single plantation	Fairtrade Standard 4.3.11 Your company keeps informed about the status of the water sources in the area. In case local environmental authorities or other entities consider that water sources are being depleted, are in a critical condition or under excessive usage, your company engages in a dialogue with the authorities or local initiatives in order to identify possible ways to be involved in research or solution finding.	It may be difficult to know if a water source is sustainable or if it has replenishing capacity, but the existing knowledge about the sustainability of the water sources can be monitored for related information and/or claims with local authorities, universities or organizations that are working in the region.	4.3.4.06	The company is informed about whether water sources are being depleted, in a critical situation or under excessive pressure.	
				4.3.4.07	Where water sources are being depleted, in a critical situation or under excessive pressure the company has engaged in a dialogue with the authorities or local existing initiatives in order to identify possible ways to be involved in research or solution finding.	The estate has volunteered to be part of study undertaken by a third party on sustainable water use in the region.
6	Development Multi estate, single plantation	Fairtrade Standard 4.3.12 Your company makes use of the best accessible (or locally available) technology for irrigation and processing in order to optimize quantities of water applied.	It is recommended that your company aims at optimizing the efficiency of its current system or change it to a more efficient one.	4.3.4.08	The company has implemented accessible technology for increasing water use efficiency.	All water use is done using methods that has significant improvement over traditional form of irrigation or processing water use pattern AND there is a water use audit to constantly monitor water use in order to optimize water use.
3	Core Multi estate, single plantation	Fairtrade Standard 4.3.13 Your company handles wastewater from processing facilities in a manner that does not have a negative impact on water quality, soil health and structure or food safety.	Wastewater from processing facilities includes water contaminated by the process itself and also refers to wastewater from sanitary facilities. A plan may be defined to monitor the water quality of the wastewater discharged from processing facilities. Such a plan may include: baseline levels of acceptability for waste water quality, method(s) of analysis of water quality, a specified frequency of monitoring and means to correct any incidence of contaminants down to adequate levels. Water filtration or other treatment systems may be installed in the processing facilities.	4.3.4.09	The wastewater is handled in ways that ensure protection from harmful effect on environment, health and food safety.	RANK 3 AND the wastewater is treated and monitored for safety on regular basis before it is disposed.

Guidelines for the Trainer

- Materials needed:**
- ☒ Flip-sheets and markers
 - ☐ Copies of the checklist of requirements for every participant
 - ☐ Copies of the case study (see at the end of this topic). Do NOT include the
- Time needed:** 1.5 to 2 hours
- Preparations:** ☒ Carefully read the key information, the table with the Fairtrade Standard

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	4.3.1	Additional requirement	4.3.1.06

Session in Short

Set up: 2-5 min

Delivery:

5-10 min: introduction to water management

30-35 min: complying with water management requirements

40-45 min: case study on environmental development requirements

Finish: 2-5 min



Note for the trainer:

In At the end of this session, you will have a flip-sheet with action points. Make sure to add for each action point who is responsible and when it will be done.



Set up – 2-5 minutes

- Attention:** Say that human beings, animals, and the environment need a few things to survive. One of them is water.
- Title:** Tell the title of the session: *Managing water and wastewater.*
- Objectives:** During this session, we are going to discuss how the company can comply with Fairtrade requirements on water management. We will discuss how to deal with water sources and handling wastewater.
- Benefits:** Managing water well will help to avoid depletion of water sources, while careful management of water and wastewater will avoid contamination.
- Direction:** We will discuss water managed at the company level and at the farm level.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction to water management – 5-10 minutes

1. Start the session with a discussion on the **water use of the company**. Ask the following questions:
 - a. *For which activities in the production and processing process (if applicable) do you use water?*
 - b. *Where does the water come from?*
 - c. *Are there any challenges with water supply? If yes, what type of problems?*
 - d. *Is there any wastewater in the production or processing process?*
 - e. *If yes, how do you handle wastewater?*
2. Say that all agricultural activities **use lots of water**. Unfortunately, because of excessive use and climate change, water supplies are **depleting**. In addition, water sources are getting **contaminated** because of agricultural and other human activities. Therefore, it is important that we try as much as possible **to manage our water well** and also **handle our wastewater** in a responsible way.

Complying with water management requirements – 30-35 minutes

3. **Distribute the checklist of requirements.** Ask someone to read all requirements out loud. Ask: *Who needs to implement these requirements: the workers or the company?* All requirements need to be implemented **by the company**.

4. **Discuss with the group all requirements one by one.** You should provide the group **guidance** on what needs to be done (see the table with the Fairtrade Standard and Compliance Criteria). The results of the discussions will be an **action plan** which describes **what actions** need to be taken, who is **responsible** for the action and **when** it will be done.

5. Start with **requirement 4.3.8** (core, year 1): Your company **evaluates** possible health risks from irrigation water, and if deemed appropriate makes an analysis and acts upon the results of the analysis. Ask the following questions:
 - a. *Do you already evaluate health risks from irrigation water?*
 - b. *You need to do at least one analysis per year per irrigation source. Is this done?*
 - c. In case irrigation water is not evaluated, discuss how this can be done:
 - *Do you know where all irrigation sources are; do you have a map or sketch illustrating the location of the water sources? This is requirement 4.3.9 (core, year 1).*
 - *If there is a map, when was it made? Is it still valid?*
 - *If there is no map, how can you develop this map? How can you get all information to develop such a map?*
 - *Who can do the analysis? Can it be done internally, or should it be outsourced?*
 - d. *You need to take at least one action taken to reduce the effect of poor quality of irrigation water on health. Do you already take any action?*
 - e. *If no, what type of action can be taken?* You can advise to use the national rules and regulations as benchmark. Agree on which action can be taken this year.

6. Continue with **requirement 4.3.10** (core, year 1): Your company **implements** procedures to make efficient and rational use of water sources. *Do you have procedures to make efficient and rational use of water sources?*
 - a. **If yes**, check if the following aspects are covered:
 - predicting volumes of water needed to irrigate the crop
 - measuring (or estimating) volumes of water extracted from sources and volumes actually used in irrigation and processing
 - providing maintenance to the water distribution system
 - adopting, as applicable, methods to recirculate, reuse and/or recycle water

In case any of the aspects is not covered, agree on how it can be added and who should do this. Write all action points on a flip-sheet.
 - b. **If not**, mention what needs to be covered in the procedures as described above in question 4a. Ask (and write down all action points):
 - *Is there someone in the company who can **develop** these procedures? If not, where can you get the expertise?*

- *Is there someone in the company who knows how to **implement** the procedures? If not, where can you get the expertise?*

7. Continue with **requirement 4.3.11** (development, year 3): Your company **keeps informed** about the **status** of the water sources in the area.

- a. *Are you at this moment informed about the status of the water sources in the area?*
- b. *If yes, how? Is there any room for improvement?*
- c. *If not, how can you ensure that you are informed? Which local environmental authorities or other entities exist who can provide that information? Agree who can contact any of these authorities to discuss what is possible.*

8. Continue with **Fairtrade Standard 4.3.12** (development, year 6): Your company makes use of the best accessible (or locally available) **technology** for irrigation and processing in order **to optimize quantities of water** applied. Ask:

- a. *Do you already use any technology for irrigation and processing in order to optimize quantities of water applied?*
- b. *If yes, what technologies?*
- c. *If not, what type of technologies are locally available?*
- d. *Which ones could be implemented by the company?*
- e. *How can you start this process, who should be contacted?* Remind participants that this is a development requirement for year 6. That means they do not need to implement it at this moment, but they should start the process towards implementation.

9. Continue, if applicable, with **Fairtrade Standard 4.3.13** (development, year 3): Your company **handles wastewater** from processing facilities in a manner that does not have a negative impact on water quality, soil health and structure or food safety. **Explain** that wastewater from processing facilities includes water contaminated by the process itself and also refers to wastewater from sanitary facilities. A **plan** may be developed to monitor the water quality of the wastewater discharged from processing facilities. Ask: *Do you have a plan to monitor the water quality of the wastewater discharged from processing facilities?*

- a. **If yes**, check if the following aspects are covered:
 - baseline levels of acceptability for wastewater quality.
 - method(s) of analysis of water quality.
 - a specified frequency of monitoring and means to correct any incidence of contaminants down to adequate levels.

In case any of the aspects is not covered, agree on how it can be added and who should do this. Write all action points on a flip-sheet.

- b. **If not**, mention what needs to be covered in the procedures as described above in question 7a. Ask (and write down all action points):

- *Is there someone in the company who can **develop** such a plan? If not, where can you get the expertise?*
- *Is there someone in the company who knows how to **implement** the plan? If not, where can you get the expertise?*

Case studies on environmental development requirements – 40-45 minutes

10. Say that we have discussed several requirements concerning agrochemicals and water issues. Next, we will discuss a **case study on environmental developed requirements** (see at the end of this topic) in which some of these requirements will be discussed.

- Split the group into **4 sub-groups**.
- Provide the background** of the case study: During a flower audit, the auditor finds that a farm has a newly appointed environmental officer but there are several issues that are not in line with the standards.
- Explain the assignment:** each group will receive 2 non-conformities (one group will receive 3) that were discovered during the audit. Each group should formulate corrective measures.
- Allocate 2 non-conformities to each group. Give group 1 three non-conformities.
- Let the groups work for 5 to 10 minutes.

17. Discuss the results:

- Read out loud the first non-conformity mentioned in the case study.
- Ask the group who discussed this non-conformity to share their corrective measures.
- Ask other groups if they agree with this corrective measure. If not, what do they propose?
- Provide the suggested corrective measure as provided in the case study.
- Continue with the next non-conformity. Discuss all non-conformities.

Finish – 2-5 minutes

Summary: Summarise the main requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *Why is water and wastewater management important?*
- *What can we do to manage water sources well?*
- *What can we do to manage wastewater well?*

Next step: Repeat the action points to be taken and who is responsible.

Case Study on Environmental Development Requirements

During a flower audit, the auditor finds that a farm has a newly appointed environmental officer but there are several issues that are not in line with the standards.

1. Awareness training to workers on environmental development requirements has not been done (CC 4.1.0.03).
2. The pack house entrance which opens directly into the flower greenhouse does not completely shut when closed and leaves a considerable space (about 6 inches) running from top to bottom of the sliding door and the side frame. This can allow spray drift into the pack house when the green house is being sprayed. (CC 4.2.2.04).
3. The chemical store has a very poor drainage system and was flooded at the time of the audit. The chemical store borders the fertigation unit and one of the pipes had a puncture thus causing all the water to spill over to the store, making it difficult to access the part of the store because of the flooding (CC 4.2.2.10).
4. Bulldock (*Betacyfluthrin*), a prohibited material was also found in the store and applied last on 2nd August 2016 (recently) as per the records in the stock card. However, the application record was not available and although the company has developed a policy stating that banned materials on the Fairtrade International Prohibited Material List will not be used on site, Bulldock was found in the store and to be in use. (CC 4.2.3.01).
5. There is no overview map of the plantation that includes all areas where there is a risk of pesticide drift to protected areas such as the lake (CC 4.2.2.05).
6. Empty pesticide containers are washed and reused for drinking water storage. Since there are no drinking water pipes and taps in the green houses, the water is fetched from the main drinking water taps and transported to the green houses in these 'recycled' containers (CC 4.2.2.14).
7. The storage area for storing empty containers was found un-locked and some of the containers not thoroughly rinsed and punctured (CC 4.2.2.16).
8. Irrigation water is analyzed but there is no description on whether there are possible health risks from the test results. The results only indicate parameters tested. This was a repeated non-conformity (CC 4.3.4.01 and CC 4.3.4.02).
9. The company does not predict water volumes required before extracting it from the lake (CC 4.3.4.05).

Provide the possible corrective measures that can be implemented to ensure the farm/plantation gets certified.

Possible corrective measures suggested

- Awareness has already started on environmental developments. Attendance is listed and topics are in place (CC 4.1.0.03).
- The pack house door will be fixed so as not to allow any space in between after closing (CC 4.2.2.04).
- The company commits to adhere to its prohibited material policy; all prohibited material shall not be purchased, stored in the company premises without prior approval from FLOCERT (CC 4.2.3.01).
- Overview map of the map will be organized including all the required areas (CC 4.2.2.05).
- A proper drainage will be created immediately in and around the chemical store (CC 4.2.2.10).
- The company will ensure the safety of any containers considered for reuse, and might use acid containers which are not dangerous (CC 4.2.2.14).
- The section head has sent a memo to the person in charge of the store to always make sure containers are rinsed and punctured before storage. An authoritative chemical containers disposal procedure is in place (CC 4.2.2.16).
- The water analysing company has been asked to describe possible health risks an irrigation water and if necessary to advice on prevention the health risks. (CC 4.3.4.01 and CC 4.3.4.02).
- Prediction plan on water use will be made. Use is registered (Already done for MPS ABC), and re circulation is there through wetlands (CC 4.3.4.05).

Checklist of Requirements

Year 1

4.3.8	C	Evaluate health risks from irrigation water through analysis and act on results of analysis if necessary.	☐
4.3.9	C	Ensure an inventory (map/sketch) of irrigation and processing water is available.	☐
4.3.10	C	Implement procedures for efficient and rational water use.	☐

Year 3

4.3.11	D	Keep informed and engaged in the area's water situation.	☐
4.3.13	C	Ensure that wastewater is handled from processing facilities in a way that does not have a negative impact on water quality, soil or food safety.	☐

Year 6

4.3.12	D	Use best available technology for irrigation and processing to optimize volumes of water.	☐
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Topic 4.4

Managing Waste

Key Information

Waste is material that is **no longer used or needed or perceived to have no value**.

There are different types of waste:

- **Organic waste** comes from **living beings**, such as plants or animals.
- **Inorganic waste** comes from minerals, or man-made materials such as plastic water sachets, polythene bags, paper. Inorganic waste can be non-hazardous or hazardous.
- **Hazardous waste** is waste that poses a danger either to the environment or human health or both, for example empty pesticide bottles and batteries.

Waste that is not disposed in a proper way can **form a threat** to human beings, animals, and the environment. For example:

- Children can get very sick when they **play** with **empty pesticide bottles**.
- People can get very sick when empty pesticide bottles are **reused**, for example to store water, cooking oil, or grains.
- Animals will get sick and even die when they **eat plastic water sachets or empty batteries** left on the farm and in the community.
- Organic waste such as leaves, branches, and husks/pods can **block water sources** and cause flooding.
- Organic waste left in the community will **attract insects and rats** that might bring diseases.

The company should develop a waste management plan that includes the following:

- Identification of the main types of waste
- How to reduce waste
- How to reuse waste
- How to recycle waste
- Other alternatives to disposing of waste
- As a last resort, best practice methods of waste collection and disposal

How to handle waste on the farm and in the community?

Never burn any waste because the fumes are extremely bad for your health, and you risk that the fire will spread and burn the farm or house. On-farm incinerators are no longer recommended by the Food and Agriculture Organisation (FAO) and are therefore prohibited in almost all countries in Africa. In addition, the ashes of toxic waste burning are often still toxic and need special treatment.

On the next page, you will find an overview of how to treat different types of waste.

Example	Reusing	Recycling	Disposing	Reducing
Organic waste				
Leaves, branches, stalks, crops, pods, husks.	Leave organic waste on the farm because it will provide nutrients to the soil. Larger materials such as branches can be cut into smaller pieces and left on the farm. Use it as fuel.	Organic waste from outside the farm can be buried in a separate disposal pit to make compost.	Infected crops and organic waste that has pests or diseases should be buried separately at a dedicated place at the border of the farm.	Regular scouting and prevention of pests and diseases will reduce infested and infested crops and will leave more organic waste to be reused.
Inorganic waste				
Plastic, paper, cloth.	Look in the communities for ways to reuse any of these items. Plastic bags can be reused many times.	Check if there are any recycling programs in your country for any of these items, especially plastics.	Bury any inorganic waste that is not hazardous in a separate disposal pit.	Refuse plastic bags but use your own bag/basket to carry things.
Hazardous waste				
Batteries, empty pesticide and fertiliser packages, obsolete pesticides and fertilizers, obsolete treated seeds.	NEVER reuse any hazardous waste. NEVER sell empty pesticide bottles to anyone (unless to the supplying company) because they will be refilled with fake pesticides.	Some countries have special programs to recycle empty pesticide bottles or non-usable items (contact info@croplifeafrica.org)	Triple rinse pesticide bottles <u>immediately</u> after application. Bring the bottles back to the supplier (if possible). Bury triple rinsed bottles in a separate disposal pit at least 10 meters from your farm and community. Place a warning sign next to the disposal pit and inform your community about the pit.	Use alternative methods to control pest/disease and to fertilise the soil. Do not buy more than you need. Plan application of pesticide and fertiliser well so there will be no leftovers.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 4.4.1 Your company keeps the production site free of hazardous waste. Designated areas for the storage and disposal of hazardous waste exist and are used regularly. Hazardous waste is not burned. In the absence of appropriate disposal facilities, small amounts of hazardous farm waste can be burned in a well-ventilated area away from people, animals or crops. Your company may only burn hazardous waste if it is allowed by local regulation and all safety recommendations are followed.	Your company can implement a training program by which all workers are made aware of where hazardous waste exists on the production site and how it can be handled and stored properly. The risk of pollution from areas for storage and disposal of hazardous waste should be minimized or eliminated. The company may also contact suppliers and local authorities for help with identifying hazardous materials and better practices to handle and dispose of them.	4.4.0.01	No hazardous waste is found on production site/s (except on designated storage areas).	No hazardous waste is found on production site/s (except on designated storage areas) AND the company carried out awareness activities AND there is an (organic) Internal Management System in place that works well.
				4.4.0.02	The company has designated storage areas on production site/s or at central areas where risk is minimized.	The company disposes hazardous waste permanently without burning OR uses external resources that take care of disposing hazardous waste permanently without burning.
				4.4.0.03	In the absence of appropriate disposal facilities, only small amounts of hazardous waste can be incinerated in a well-ventilated area away from people, animals or crops in line with national regulation and safety recommendations.	
1	Core Multi estate, single plantation	Fairtrade Standard 4.4.2 Your company has a waste management plan that includes strategies in waste reduction, recycling, reuse and disposal alternatives. This plan establishes timelines by when the company will identify the main wastes, ways to reduce and reuse them if applicable, and to dispose of them in the best available way.	Your company is encouraged to participate in a regional program for waste management and to update its strategies based on changes in regional alternatives. All potential sources of waste should be identified. Prioritization within the management plan is based on toxicity of wastes and estimated volumes and other applicable criteria. The plan should include collection and disposal alternatives for hazardous and non-hazardous waste and for any materials that can be effectively recycled. Alternatives may depend on availability in the region.	4.4.0.04	The company has a waste management plan that includes strategies and timelines for waste reduction, recycling, reuse and disposal alternatives.	RANK 3 AND The organization is certified against recognized Environmental standards such as ISO 14001 for waste management.
3	Development Multi estate, single plantation	Fairtrade Standard 4.4.3 Your company uses organic waste in a sustainable way through the implementation of practices that allow nutrients to be recycled. Feeding animals with organic waste contaminated with pesticides is not allowed. Burning organic waste is only allowed if required by applicable legislation for sanitary purposes, or it is proven a more sustainable practice.	Examples of sustainable practices are composting, mulching and using green manures. If burning organic waste for sanitary reasons is undertaken, it should be done in a strictly controlled manner to minimize risk of wildfires and smoke production. Using organic waste as fuel could be considered a more sustainable practice.	4.4.0.05	The company uses organic waste in a sustainable way through the implementation of practices that allow nutrients to be recycled.	
				4.4.0.06	Animals are not fed with organic waste contaminated with pesticides.	
				4.4.0.07	Organic waste is only burned for sanitary reasons or if evidence is provided that this is a more sustainable method and if legislation or other applicable regulations allow this.	

Guidelines for the Trainer

Materials needed: ☒ Flip-sheets and markers

Time needed: 1 hour and 5-15 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.

☒ Write the requirements as listed in the checklist of requirements on a flip-sheet.

Prepare three empty flip-sheets with the following headings (one heading per flip-sheet):

- *Organic waste*
- *Inorganic waste*
- *Hazardous waste*

☒ Paste the flip-sheets on different walls in the training venue.

Product specific requirement: No specific requirements.



Note for the trainer:

At the end of this session, you will have a flip-sheet with action points. Make sure to add for each action point who is responsible and when it will be done.

Session in Short

Set up: 2-5 min

Delivery:

10-15 min: identifying waste

45-50 min: reducing, reusing, recycling, and disposing waste

5-10 min: complying with the Fairtrade requirements

Finish: 2-5 min



Set up – 2-5 minutes

- Attention:** Ask: *Do you get any waste during the production or processing process?* Do not go into detail, a simple yes or no is enough. Of course, there is waste; there will always be waste in all production and processing processes.
- Title:** Tell the title of the session: *Managing waste.*
- Objectives:** During this session, we are going to identify what type of waste we generate within the company and how we can handle different types of waste.
- Benefits:** Waste that is not disposed in a proper way can form a treat to human beings, animals, and the environment. The proper disposal of waste can help to reduce these treats.
- Direction:** We will discuss waste management at company level but also at farm and community level.

Delivery

Explanation, Visualisation, Exercise, and Application:

Identifying waste – 10-15 minutes

1. Say that before we will look at the specific Fairtrade requirements, we will first identify the **different types of waste** we generate within the company (including on the farms). Together go over the production process to identify different types of waste. Every time you have identified waste, **write it on a flip-sheet**. Ask the following questions, if applicable:
 - a. *What type of waste do we have after land preparations?* Organic waste from the previous crop (stalks, leaves, branches, etc.) and maybe empty pesticide bottles in case you apply herbicides.
 - b. *What type of waste do we have after pesticide application?* Empty bottles and other packages, maybe left-over pesticides.
 - c. *What type of waste do we have after fertiliser application?* Empty packages, maybe left-over fertilisers.
 - d. *What type of waste do we have after sanitary maintenance, pruning, or thinning?* Organic waste (stalks, leaves, branches, etc.).
 - e. *What type of waste do we have after harvest?* Organic waste (stalks, leaves, branches, etc.).
 - f. *What type of waste do we have after processing?* Organic waste, debris, maybe hazardous waste (depends on the processing process).
 - g. *What other waste can we have?* Old or broken tools or equipment, batteries, broken parts of vehicle or motorbikes, paper from administration, etc.
2. Look together at the list of all types of waste that will be generated during the production and processing process. **Explain the three main types of waste:**

- a. **Organic waste** comes from **living beings**, such as plants or animals.
 - b. **Inorganic** comes from minerals, or man-made materials such as plastic water sachets, polythene bags, paper. Inorganic waste can be non-hazardous or hazardous.
 - c. **Hazardous waste** is waste that poses a danger either to the environment or human health or both, for example empty pesticide bottles and batteries.
3. Ask: *Which waste is generated on the farms and which at the central company level (in case processing takes place at central places)?* Mark on the flip-sheet for every type of waste **where** it is generated.
 4. Ask: *How can this waste be a treat for human beings, animals, and the environment?* Let everyone discuss this question with their neighbour for a few minutes. Collect answers from every pair (see key information for input).

Reducing, reusing, recycling, and disposing waste – 45-50 minutes

5. Divide participants into **three groups**. Allocate to each group **one of the types of waste**: organic, inorganic, or hazardous. Let the groups go to the flip-sheet with the heading of the waste they will discuss. Each group needs to discuss how this type of waste can be **reduced, reused, recycled and/or disposed** (in case it cannot be reused). Let the groups work for some time and walk around to guide them.
6. **Discuss the results.** Let the groups one-by-one present their results. Ask if other groups agree and/or have additional ideas. Add any information if necessary (see key information for input).
7. When discussing **organic waste**, mention the following:
 - a. Feeding animals with organic waste contaminated with pesticides is **not allowed** (requirement 4.4.3).
 - b. **Burning organic waste** is only allowed if required by applicable legislation for sanitary purposes, or it is proven a more sustainable practice (requirement 4.4.3).
8. Add that **burning any waste (especially hazardous waste) is extremely bad for your health** because of the fumes. In addition, there is the risk that the fire will spread and burn the farm or house. Mention that on-farm incinerators are **no longer recommended** by the Food and Agriculture Organisation (FAO) and are therefore prohibited in almost all countries in Africa. In addition, the ashes of toxic waste burning are often still toxic and need special treatment.

Complying with the Fairtrade requirements – 5-10 minutes

9. Say that there are only **3 Fairtrade requirements** on waste management, but they are detailed on what needs to be done. Paste the **flip-sheet** with the 3 requirements on the wall and read them out loud.
10. Start with **requirement 4.4.1** (core, year 1). Your company keeps the production site free of hazardous waste. Ask the following questions:
 - a. *Do you burn any hazardous waste?* The company should stop doing this. Refer to the exercise you just did for alternative disposal methods.

- b. *Is there a designated areas for the storage and disposal of hazardous waste?* Check if storage and disposal is done in a proper way or if there is room for improvement. In case there is room for improvement, discuss how this can be done and who is responsible.
- c. *If there is a designated areas for the storage and disposal of hazardous waste, is this storage used regularly?* If not, discuss why the storage is not used regularly. In case workers dispose hazardous ways in different ways, discuss how workers can be encourages to use the storage for hazardous waste instead.
- d. *If there is **not** a designated areas for the storage and disposal of hazardous waste, how can the company set up such an area?* Agree on where it can be and how this can be done. Agree on who is responsible for this and when is should be done. Write all that is agreed on a flip-sheet.
- e. *Do you train your workers on handling hazardous waste?* If yes, check what is covered in the program and how often workers are trained.
- f. *If no, how can this be set up?* Agree on the content to be covered, who can facilitate this training, who should be trained and when is should be done. Write all that is agreed on a flip-sheet.

11. Continue with **requirement 4.4.2** (core, year 1). Your company has a **waste management plan** that includes strategies in waste reduction, recycling, reuse, and disposal alternatives.

- a. **Look** at all the work that was done in the exercise (when groups discussed how to reduce, reuse, recycle and/or dispose waste).
- b. Agree on **what** the company **can do** and **when** it can be done. You can make notes on the flip-sheets with the results of the exercise.
- c. Agree who is **responsible** for the implementation of what has been agreed.
- d. Agree on who is going to use the results of the exercise to **develop** a plan. Check if that person needs assistants.

12. Continue with **requirement 4.4.3** (development, year 3). Your company uses organic waste in a sustainable way through the implementation of practices that allow nutrients to be recycled. Say that this is covered in your management waste plan.

Finish – 2-5 minutes

Summary: Summarise the different types of waste and how we can reduce, recycle, reuse, and dispose them.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *How can waste be a treat for human beings, animals, and the environment?*
- *Why should we not reuse hazardous waste?*
- *What waste can we reuse or recycle?*

Next step: Repeat the action points and who is responsible for each action point.

Checklist of Requirements

Year 1

4.4.1	C	Keep the production site free of hazardous waste, do not dispose of it by burning.	☐
4.4.2	C	Ensure that you have a comprehensive waste management plan in place.	☐

Year 3

4.4.3	D	Use organic waste in a sustainable way, allowing the nutrients to be recycled.	
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Topic 4.5 Managing Biodiversity

Key Information

Biodiversity simply means the diversity, or variety, of plants and animals and other living things in a particular area or region. Biodiversity also means the number, or abundance of different species living within a particular region. In practice, "biodiversity" suggests sustaining the diversity of species in each ecosystem as we plan human activities that affect the use of the land and natural resources.

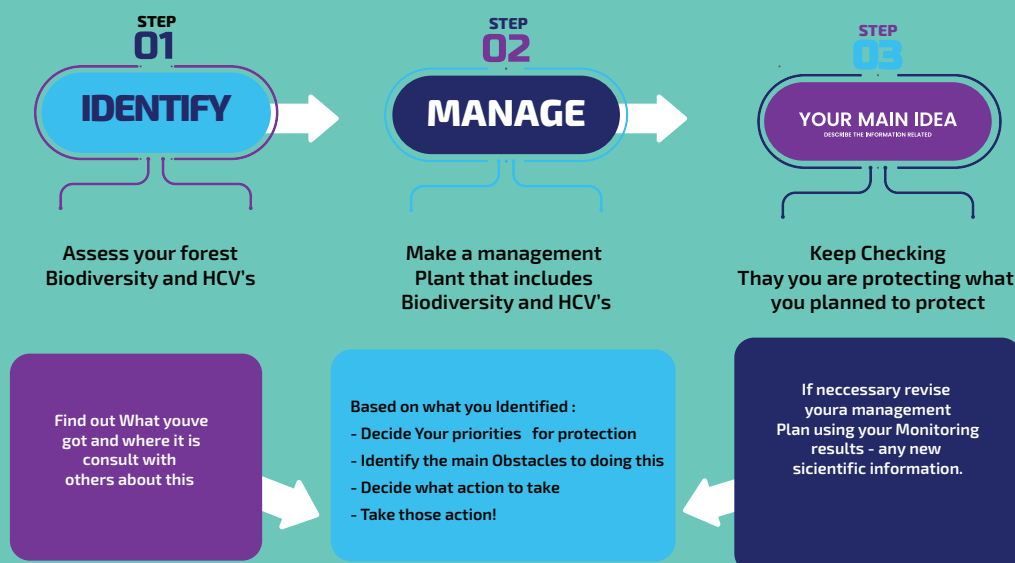
High Conservation Value Areas (HCVAs) are natural habitats, which are of outstanding significance or critical importance due to their high environmental, socio-economic, biodiversity or landscape values. Maintenance and management of HCV areas contribute to conservation of an area's/region's most valuable species, ecosystems and landscapes; protection of people against floods, avalanches and soil erosion; conservation of natural resources; valuation of non-timber forest products and environmental services; conservation of an area's most valuable cultural heritage and identity.

Wild harvesting means collecting products from the wild (e.g., medicinal and aromatic plants, berries, wild fruits, nuts and seeds, mushrooms, fodder, gums, game, fibre and etc.) for any cultural or/and economic reasons. **Sustainable wild harvesting** is intended to ensure the **continued use and long-term survival** of plant and animal species and their populations within their habitats, while respecting the traditions, cultures and livelihoods of the local communities.

Buffer zones are uncultivated areas lying between two or more areas such as fields or forests. They enhance the conservation of a legally or non-legally protected area or body of water. Buffer zones can be used to improve wildlife and fish habitats by providing food, shelter and shade, stabilize soils with plant root systems, reduce erosion and runoff and create natural floodplains.

Alien species are all species, including plants, animals, fungi and micro-organisms, that have been intentionally or accidentally introduced to a location, area, or region where they did not previously occur naturally or in other words non-native species. Invasive alien species are able to rapidly reproduce and out-compete native species, damage the habitat necessary for the survival of native species, thus threatening and degrading the local biodiversity and ecosystems, negatively impacting economies (e.g. losses to crops, forests, pastures, their control costs) and human well-being (e.g. infectious diseases).

Source: Explanatory Document for Fairtrade Standard on Hired Labour.



Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLO-CERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.6.1 Your company avoids negative impacts on protected areas and in areas with high conservation value, within or outside the farm or production areas. The areas used or converted to production of the Fairtrade crop comply with national legislation in relation to agricultural land use.	'Protected areas' are a clearly defined geographical space, recognised, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values (IUCN 2008). Protected areas can be public or private biological conservation areas. Your company can identify protected areas with the help of local, regional or national authorities. 'Areas with high conservation value' is a concept developed by Forest Stewardship Council (FSC) and refers to areas that are worth conserving because they are important on a local, regional or global scale. They may include social value such as the benefits that an area provides to a community in terms of its cultural importance or economic resource or biological value such as ecosystems or habitats of an endangered species. These areas can usually be identified as areas with natural vegetation with low disturbance from agriculture, forestry, industry, urbanism or other. The company may initially identify areas with high conservation value based on available knowledge within company and neighbouring community. The company may wish to consult with elders and people in the community who may have knowledge of the natural vegetation in the region. More information on HCV areas can be found in the following sources: www.fsc.org, www.hcvnetwork.org. 'Negative impact' refers to partial or complete destruction of the protected area or loss of the conservation values.	4.6.0.01	The company is aware of local protected areas and areas of high conservation value around the farm AND there are no indications of negative impact.	RANK 3 AND the company informs workers about these areas AND the company actively promotes the conservation of local protected/HCV areas.
0	Core Multi estate, single plantation	Fairtrade Standard 4.6.2 Your company maintains buffer zones around bodies of water and watershed recharge areas and between production and areas of high conservation value, either protected or not. Pesticides, hazardous chemicals and fertilizers are not applied in buffer zones.	Buffer zones in this requirement are intended to protect biodiversity. It is recommended that total use of land for crop production be avoided. It is also recommended that buffer zones where feasible are connected in order to create ecological corridors. Restoration of ecological corridors may take place by actively introducing vegetation or by passively protecting it to allow regeneration of native vegetation. No requirement is made on minimum distance.	4.6.0.03	The buffer zones confirm to the requirement of the CC 4.2.2.04.	Buffer zones are respected AND company carried out awareness activities AND there is an Internal Management System in place that works well. AND they are restored with natural vegetation.
				4.6.0.04	The buffer zones confirm to the requirement of the CC 4.2.6.03.	Buffer strips are respected AND company carried out awareness activities AND ecological corridors are protected or restored with natural vegetation.
				4.6.0.05	Pesticides, other hazardous chemicals or fertilizers are not applied in buffer zones.	
0	Core Multi estate, single plantation	Fairtrade Standard 4.6.3 Any wild harvesting of Fairtrade products is done in a manner that assures the sustainability and survivability of the collected species.	Wild harvesting implies that the only productive activity is the harvest itself. Any other activities (e.g. clearing paths, maintaining camps) should be done in a way that minimizes human impact. 'Assuring sustainability' refers to harvesting done in a manner that: • maintains the viability of the species and allows it to continue to perpetuate itself; • ensures that the product is still available to other species in the ecosystem that depend on it; • ensures that the subsequent harvest cycle will provide a comparable quantity.	4.6.0.06	Wild harvesting of Fairtrade crop respects the biological cycle of the species (this knowledge can come from tradition) and no signs of depletion.	RANK 3 AND the company carried out awareness raising activities AND there is an Internal Management System that controls volumes and times of harvesting.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLO-CERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
1	Core Multi estate, single plantation	Fairtrade Standard 4.6.4 Your company ensures that no collecting or hunting of rare or threatened species is undertaken and that no alien invasive species is introduced.	Initial classification of rare and threatened species and identification of alien invasive species is made by your company based on its own knowledge. With time your company is expected to contact a local expert who would provide support in identifying rare and threatened species and in adjusting the initial classification, and who could provide support in identifying alien species and ways in which their introduction and propagation may be avoided. In addition to local and regional information, your company may want to look at IUCN red list of threatened species at www.iucnredlist.org . For further information on alien invasive species see the Convention of Biological Diversity at www.cbd.int/invasive/	4.6.0.07	The company ensures that no collecting or hunting of rare or endangered species is undertaken.	The company is actively involved with local wildlife conservation activities and monitors the health of wild life in and around the plantation.
				4.6.0.08	The company ensures that no alien invasive species is or has been introduced.	The company is actively involved with local wild life conservation activities and monitors the health of wild life in and around the plantation.
3	Development Multi estate, single plantation	Fairtrade Standard 4.6.5 Your company participates actively in local or regional environmental projects or has a biodiversity plan.	The plan first aims at identifying key biodiversity issues in the region and then proposes how the company could contribute to improving those issues. A biodiversity plan does not require the hiring of an external consultant for its elaboration or implementation. Local knowledge from workers and the community is valuable and can be considered. With time the company may benefit from advice by local experts such as authorities, universities or NGOs.	4.6.0.09	Yes, and there has been activity in the last year.	The company has sponsored or supported an environmental project in the plantation and or surrounding areas AND it includes timelines for implementation and clear goals.
3	Development Multi estate, single plantation	Fairtrade Standard 4.6.6 Your company evaluates the implementation of agro-forestry systems as well as agricultural diversification, as applicable.	Agro-forestry crops or crops from species originally living under shade or forest ecosystems may benefit from being produced under their original conditions. This may improve soil conditions and the local environment, as long as it is economically feasible. 'Agricultural diversification' refers to growing different crops that will enable the company to have alternative income sources. This may be preferred, as long as it is economically feasible.	4.6.0.10	There is an agro forestry system or there is agricultural diversification activity in the plantation.	There is an active programme in the plantation for improving crop diversification and increasing an agro forestry system in the plantation AND it includes timelines for implementation and clear goals.

Guidelines for the Trainer

Materials needed: ☒ Flip-sheets and markers

Time needed: 50-60 minutes

Preparations:

- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline
- ☒ Check if you can get a list with rare and threatened species from the Wildlife or similar committee. Make copies for all participants.

Product specific requirement: No specific requirements.



Note for the trainer:

At the end of this session, you will have a flip-sheet with action points. Make sure to add for each action point who is responsible and when it will be done.



Set up – 2-5 minutes

- Attention:** Say that we have just discussed the importance of water. During this session, we will look at biodiversity.
- Title:** Tell the title of the session: *Managing biodiversity*.
- Objectives:** During this session, we will discuss what biodiversity is and how to comply with the Fairtrade requirements concerning biodiversity.
- Benefits:** There are 6 Fairtrade requirements linked to biodiversity. Four of them are core of which three need to be implemented in year 0. This means you need to comply with these requirements if you want to become certified. In addition, managing our biodiversity well, is good for everyone.
- Direction:** We will focus on the core requirements for year 0 and year 1. For the development requirements for year 3 we will only discuss the first step to take.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction to biodiversity – 5-10 minutes

- Say that the title of this session is managing biodiversity. Ask: *What is **biodiversity**?* Biodiversity means the diversity, or variety, of plants and animals and other living things in a particular area or region. Biodiversity also means the number, or abundance of different species living within a particular region.

In practice, "biodiversity" suggests **sustaining** the diversity of species in each ecosystem as we plan human activities that affect the use of the land and natural resources.

Complying with Fairtrade requirements – 40-45 minutes

2. There are 6 Fairtrade requirements linked to biodiversity. We are going to discuss them one by one. Start with **requirement 4.6.1** (core, year 0). Your company **avoids negative impacts on protected areas** and in areas with high conservation value, within or outside the farm or production areas. Ask the following questions:
 - a. What are **High Conservation Value (HCV) Areas**? HCV areas are natural habitats, which are of outstanding significance or critical importance due to their high environmental, socio-economic, biodiversity or landscape values. These areas can usually be identified as areas with natural vegetation with low disturbance from agriculture, forestry, industry, urbanism or other.
 - b. How do you know **where** HCV areas are? The company may initially identify areas with high conservation value based on available knowledge within company and neighbouring community. The company may wish to consult with elders and people in the community who may have knowledge of the natural vegetation in the region.
 - c. Why is it important to **maintain and manage** HCV areas? HCV areas contribute to conservation of an area's/region's most valuable species, ecosystems and landscapes; protection of people against floods, avalanches and soil erosion; conservation of natural resources; valuation of non-timber forest products and environmental services; conservation of an area's most valuable cultural heritage and identity.
 - d. How can you **avoid impact** on protected areas and areas with high conservation values? At all times, production in these areas should be avoided.
 - e. How can the company ensure that **production** in protected areas is **avoided**? The company needs to create awareness among farmers. Mapping the area can help in identifying where protected areas are. Agree on what can be done and who will be responsible for this. Write any action point on a flip-sheet.
 - f. Another aspect of this requirement is that areas used or converted to production of the Fairtrade crop **comply with national legislation** in relation to agricultural land use. *Is this the case, do all areas used or converted to production of the Fairtrade crop comply with national legislation in relation to agricultural land use? How do you know? Can you prove this?*
3. Continue with **requirement 4.6.2** (core, year 0). Your company maintains **buffer zones** around bodies of water and watershed recharge areas and between production and areas of high conservation value, either protected or not.
 - a. What are **buffer zones**? Buffer zones are uncultivated areas lying between two or more areas such as fields or forests.
 - b. Can you plant crops in a buffer zone? No, you leave it uncultivated. Pesticides, hazardous chemicals and fertilisers are not applied in buffer zones.
 - c. What is **the purpose** of buffer zones? They enhance the conservation of protected areas or body of water. Buffer zones can be used to improve wildlife and fish habitats by providing food,

shelter and shade, stabilize soils with plant root systems, reduce erosion and runoff and create natural floodplains.

- d. **How wide** should buffer zones be? It depends on the topography of the land and the size of the water body. In general, you can say 10 meters to 15 meters from springs on flat land, and 20 meters to 30 meters from springs on slopes.
- e. *How can you ensure that farms maintain a buffer zone?* You should raise awareness about the reasons we should have buffer zones and explain how it works.

4. Continue with **requirement 4.6.3** (core, year 0). Any **wild harvesting** of Fairtrade products is done in a manner that assures the sustainability and survivability of the collected species.

- a. *What is **wild harvesting**?* Wild harvesting means collecting products from the wild for any cultural or/and economic reasons. Wild harvesting implies that the only productive activity is the harvest itself. Any other activities (e.g., clearing paths, maintaining camps) should be done in a way that minimizes human impact.
- b. *What **type of products** are collected in the surrounding communities?* Think about medicinal and aromatic plants, berries, wild fruits, nuts and seeds, mushrooms, fodder, gums, game, fibre.
- c. *What does **sustainable** wild harvesting mean?* Sustainable wild harvesting is intended to ensure **the continued use** and long-term survival of plant and animal species and their populations within their habitats.
- d. *Sustainably means that the products will not be depleted. What does that mean?* It means that the subsequent harvest cycle will provide a comparable quantity.
- e. *How can we measure this?* We should know the quantities harvested and compare those quantities over the years.
- f. *How can this practically be done?* Collect ideas and agree on an approach. The harvesting should ensure there's no depletion, harvesting immature plants/crops, use of harmful harvesting mechanisms which destroys the plants, etc. Write any action point on a flip-sheet.

5. Continue with **requirement 4.6.4** (core, year 1). Your company ensures that **no collecting or hunting of rare or threatened species** is undertaken and that **no alien invasive species** is introduced.

- a. *How do we know which species are **rare or threatened**?* The Wildlife Committee or similar organisation should have a list. Otherwise, initial classification of rare and threatened species and identification of alien invasive species is made by the company based on its own knowledge. If you have copies of the list, distribute it to all participants.
- b. *Which species are rare or threatened in this area?* Try to list some species together. Add that with time the company is expected to contact a **local expert** who would provide support in identifying rare and threatened species and in adjusting the initial classification.
- c. *How can you ensure that farmers/workers do **not** collect or hunt rare or threatened species?* You need to **create awareness** and let them know **which species** are rare or threatened species (preferably with pictures) and **why** it is important to not collect or hunt them. You should also let them know that it is **prohibited by law** to collect or hunt rare or threatened species.

- d. *How can you organise awareness creation among farmers/workers? Agree on what should be done and who is responsible for this. Make notes on a flip-sheet.*
 - e. *Another part of the requirement is that no **alien invasive species** should be introduced. What are alien species? These are non-native species.*
 - f. *Can someone give an example of a non-native species in this area?*
 - g. *What are alien invasive species and why should they not be introduced? Invasive alien species are able to rapidly reproduce and out-compete native species, damage the habitat necessary for the survival of native species, thus threatening and degrading the local biodiversity and ecosystems, negatively impacting economies (e.g., losses to crops, forests, pastures, their control costs) and human well-being (e.g. infectious diseases).*
 - h. *How can we **avoid** the introduction of non-native invasive species? The company can start with their own knowledge and in time consult an expert and who could provide support in identifying alien species and ways in which their introduction and propagation may be avoided.*
6. Finally discuss requirement 4.6.5 and 4.6.6 together. **Requirement 4.6.5** (development, year 3): Your company participates actively in local or regional environmental projects or has a biodiversity plan. **Requirement 4.6.6** (development, year 3): Your company evaluates the implementation of agro-forestry systems as well as agricultural diversification, as applicable.
- a. *Both requirements are development requirements for year 3 which means that you should start working towards these requirements. How can you start? Someone should be made responsible. Agree on who within the company would be responsible.*
 - b. *What is the **first step** this person should do? Check if there are any local or regional environmental projects and if there is anyone or organisation who knows about agroforestry. After identifying someone or an organisation, a first meeting could be organised to discuss what needs to be done. Agree **when** this should be done.*

Checklist of Requirements

Year 0

4.6.1	C	Avoid negative impacts on protected areas and areas of high conservation value (HCV) inside and outside the farm/production area.	☐
	C	Ensure area used for the production of the Fairtrade crop comply with national legislation in terms of being agricultural land.	☐
4.6.2	C	Maintain buffer zones around water bodies, watershed recharge areas and between production and areas of HCV. Do not apply pesticides, hazardous chemicals or fertilisers in buffer zones.	☐
4.6.3	C	Ensure sustainable wild harvesting.	☐

Year 1

4.6.4	C	No collecting or hunting of rare or threatened species. No alien invasive species introduced.	☐
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Year 3

4.6.5	D	Participate in local/regional environmental projects/have a biodiversity plan.	☐
4.6.6	D	Evaluate agro-forestry systems and agricultural diversification, if applicable.	☐

Topic 4.6

Managing GMOs and Greenhouse Gas Emission

Key Information

Genetically Modified (GM) Crops

A **genetically modified organism (GMO)** or **genetically engineered organism (GEO)** is an organism whose genetic material has been altered by receiving genes from different sources with the help of genetic engineering techniques. For example, this can be a new type of crop that is resistant to certain viruses, pesticides, herbicides or has other characteristics that have been altered through genetic engineering.

This section intends to ensure that Genetically Modified (GM) crops are not intentionally used on Fairtrade crops. GM crops do not contribute to sustainability in the long run. GM crops increase dependencies on external inputs and discourage an integrated approach in the production system thus inhibiting resiliency. GM crops may also have potential negative impacts on human health and to the environment. Another negative effect can be domination of world food production by a few companies and increased dependence on industrialized nations.

GM requirements in this Standard are applicable to all crops that the company is certified for and to other crops grown in the same fields. This means that the parallel production of a GM variety and a non-GM variety of the certified crop(s), even if not intended for the Fairtrade market, is not allowed.

Contamination of non-GM crops by GMO can occur while growing on neighbouring fields through pollen transfer from one field to the other or during harvest, transport or processing. In order to avoid contamination by GM-crops it is recommended to **physically separate** non-GM crops (potential Fairtrade crops) from GM-crops by establishing "isolation distances" and "pollen barriers". **Isolation distances** are the minimum distances required between GM and non-GM fields, so called buffer zones and vary from crop-to-crop type.

Pollen barriers are usually natural. They can be hedges and trees aimed at catching pollen and hindering pollen movement. Pollen barriers can also consist of conventional crops of the same species as the GM-crop, which can actually be more advantageous, as they produce competitive, conventional pollen which can out-compete the GM-crop pollen. It is important to know that the buffer strip of conventional crops is considered part of the GM crop yield.

Best management practices for producers of non-GMO Fairtrade crops.

Before you plant your crop, make sure to:

- Use only non-GMO seeds.
- Determine which field has the lowest/highest susceptibility to GMO contamination from neighbouring fields.
- Know who of your neighbours is growing GMOs and let your neighbours know where your organic and non-GMO fields are located.
- Adjust your planting dates, if possible, so that your non-GMO crops do not pollinate at the same time with GMO-crops.
- Use only clean equipment that is not contaminated with GMO crops.

- Carefully inspect and clean trucks to make sure they are free of grains, dust and other foreign material.
- Carefully inspect and clean storage units prior to use to make sure that storage units are segregated and that GMO and non-GMO crops are not stored in the same vicinity.
- Submit your crop samples for testing before harvesting them.

Establish a list of GMO crops, seed suppliers (with the help of local authorities, databases and other means of knowledge distribution) registered in your country/region to make sure that the contamination by GM-seeds is avoided.

Energy and Greenhouse Gas Emissions

Greenhouse gases (GHG) are gases in the atmosphere that absorb radiation. Greenhouse gases regulate the climate by trapping heat. Greenhouse gases warm the atmosphere of the earth. This phenomenon is called the greenhouse effect. As the amount of GHG in our atmosphere is increased, there is an increase in temperature that creates a warming effect that is similar to the warming inside a greenhouse, hence the name “**greenhouse effect**.” This then leads to a change in the climate and weather patterns.

The following (human) activities, among others, raise the level of the different GHG in the atmosphere:

- Burning fossil fuels (including gasoline for automobile engines)
- Certain farming practices and land-use changes
- Deforestation (trees use CO₂ and give off oxygen in its place)
- Many factories produce long-lasting industrial gases (i.e., industrial GHG)
- Population growth (more people use more fossil fuels for heating, transportation, manufacturing and more farming occurs for increased food production)

Deforestation leads to fewer and fewer trees to perform the function of transforming carbon dioxide into oxygen. That is one reason for the increase of GHG in our atmosphere. Deforestation also leads to soil erosion that releases the carbon dioxide from the soil. Carbon dioxide is also released through the use of fossil fuels for machinery, transport, delivery of irrigation water, etc. All of these activities lead to a change in climate, in other words, **global warming**.

Climate change and global warming have a major impact on agriculture. It particularly affects those people who are dependent on agriculture by changing the pattern of rainy and dry seasons, causing floods or droughts, and landslides among other negative impacts. By implementing practices that sequester or “capture” carbon, such as mulching, planting trees, introducing compost into the soil, among other practices, will make farms more capable of holding back the impact of climate change while helping to reduce costs of production in the long run.

Here are some examples of what you can do to sequester carbon or reduce GHG in the atmosphere:

- Fertile soils stay productive using organic methods and reducing tillage.
- Perennials, tree crops, and other agro-forestry methods keep greater biomass in the cropping system.
- Preserve forests and grassland that maintain carbon sinks while protecting watersheds.
- Re-vegetate degraded soils, and incorporate biochar (carbonized biomass).

Other possible methods are mentioned in the chapters Soil & water and Biodiversity (e.g. using cover crops or implementing buffer zones). If you are already involved in these activities, reporting on them is encouraged in the Standard.

How to identify emission points in your processing facilities:

- Evaluate electricity bills
- Identify high energy using equipment and times
- Spot where problems might be occurring
- Make rational investment decisions on energy-saving equipment
- Compare other buildings, techniques or sites

Further measures to **reduce emission** (in crop storage facilities):

- Improve insulation
- Seal buildings
- Fit a better emissions controller
- Variable speed drives on fans/pumps
- High efficiency motors, lighting, fans and duct design
- lower period tariffs
- Heat recovery for water heating

Staff awareness, focusing on 'switching off'

Introduce an energy efficient culture in your company. Encourage people to 'switch off' all non- essential equipment and machinery whenever practical; including fans, water heaters, lights, compressors. Crop storage buildings equipment, including augers, lights, ventilation and heaters should be turned off when not required.

Compile a maintenance list

Compile a maintenance checklist of areas to address where energy is being wasted via the building structure. A comprehensive schedule should include checking window panes, frames and roof lights. Include equipment and building fixtures such as lights and fans. Ensure the list is regularly used and updated.

Regularly check equipment settings

Ensure that all you are aware of how to make setting changes to heating and ventilation equipment (where possible) and are aware of the correct settings for different crops, their moisture levels and amount of crop being stored.

Source: Explanatory document for Fairtrade Standard on Hired Labour

Background Information

Contamination by GMOs

Physical barriers do not guarantee 100% exclusion of contamination by GMOs. In case of high risk of contamination of Fairtrade crops by GMO, testing might be required. Testing methods include PCR (polymerase chain reaction) analysis (can only be done in laboratories), and strip tests (intended to give quick results as to whether the crops is contaminated or not). Parallel production of a GM variety and a non-GM variety of the certified crop(s) inside the organization, even if not intended for the Fairtrade market, is not allowed.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLO-CERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 4.5.1 Your company does not intentionally use genetically engineered seed or planting stock for the Fairtrade crop(s). You implement practices to avoid GM contamination in seed stocks.	The company should evaluate the potential risk of use of genetically modified seed stock and/or planting material and should be aware of those species and varieties which are registered in the country or region and are to be sold as Fairtrade. For species identified as at risk, the company should establish additional measures to avoid use of these seed lots.	4.5.0.01	There is no system, but no contamination is detected (mistakes allowed up to 5 % of crop).	RANK 3 AND with no mistakes AND there is an (organic) Internal Management System in place that works well.
				4.5.0.02	Organisation generally knows where seeds/plants are obtained, and sources are free from contamination AND could identify the local risks.	Organisation has prepared awareness raising programmes AND offers the tools to avoid contamination.
1	Core Multi estate, single plantation	Fairtrade Standard 4.7.1 In processing facilities where non-renewable energy is used your company keeps records of energy consumption, takes measures to use energy more efficiently and replaces non-renewable sources by renewable ones as far as possible.	Records help to identify measures for efficient use and make informed decisions on how to reduce energy consumption. A possible measure to use energy more efficiently is the adequate maintenance of processing equipment.	4.7.0.01	The records are comprehensive and is constantly updated.	The energy audit system is certified under a recognized accredited or legal authority.
				4.7.0.02	Actions have been undertaken.	The energy audit system is certified under a recognized accredited or legal authority.
6	Development Multi estate, single plantation	Fairtrade Standard 4.7.2 Your company researches and implements practices that reduce greenhouse gas emissions and increase carbon sequestration.	Incorporating green manure in the fields and increasing organic matter in the soil contribute to the increase in carbon sequestration.	4.7.0.03	There is a study on the greenhouse gas emissions and measures have been implemented to reduce greenhouse gas emissions and increase carbon sequestration.	After implementing steps to reduce greenhouse gas emissions the amount of reduction has been evaluated AND there has been action on carbon sequestration.

Guidelines for the Trainer

Materials needed: ☒ Flip-sheets and markers

Time needed: 40-45 minutes

Preparations: ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline

☒ Check if GM crops are produced (or in trial) in the country of your training program.

Product specific requirement: No specific requirements.



Note for the trainer:

At the end of this session, you will have a flip-sheet with action points. Make sure to add for each action point who is responsible and when it will be done.

Session in Short

Set up: 2-5 min

Delivery:

5-10 min: complying with GMO requirements

15-20 min: complying with energy requirements

15-20 min: complying with greenhouse gas emission requirements

Finish: 2-5 min



Set up – 2-5 minutes

Attention: Say that so far, we have discussed several topics concerning the environment. This topic will cover some environmental requirements that were not covered by any of the other topics.

Title: Tell the title of the session: *Managing GMOs and greenhouse gas emission.*

Objectives: During this session, we will discuss how we can comply with three requirements on Genetically Modified Organism (GMOs) and greenhouse gas emission.

Benefits: Applying the requirements will help to produce sustainably while preserving the environment.

Direction: We will focus on the core requirements for year 0 and year 1. For the development requirements for year 6 we will only discuss the first step to take.

Delivery

Explanation, Visualisation, Exercise, and Application:

Complying with GMO requirements – 15-20 minutes

1. Start with **requirement 4.5.1** (core, year 0). Your company does not intentionally use **genetically engineered** seed or planting stock for the Fairtrade crop(s). You implement practices to avoid GM contamination in seed stocks. Ask:
 - a. *What are GMOs?* A **genetically modified organism (GMO)** or **genetically engineered organism (GEO)** is an organism whose genetic material has been altered by receiving genes from different sources with the help of genetic engineering techniques.
 - b. *What are the **advantages** of genetically modified (GM) crops?* GM crops can have traits that makes them resistant against certain pests and diseases or drought.
 - c. *What are the **disadvantages** of GM crops?* Fairtrade believes that GM crops increase dependencies on external inputs and discourage an integrated approach in the production system thus inhibiting resiliency. GM crops may also have potential negative impacts on human health and to the environment. Another negative effect can be domination of world food production by a few companies and increased dependence on industrialized nations. Therefore, **intentional growth/production of genetically modified crops, plants and any other products by Fairtrade producers is prohibited**.
 - d. *Are there GM crops in our country?*
 - e. *Where are the risks of contamination?* During transport, storage, buying seed/seedlings, production, etc.
 - f. *How high is the risk on contamination?*
2. Split the group into small groups of maximum 3 participants. Every group should discuss the following question: *What type of practices can the company implement **to avoid GM contamination** in seed stocks?* Let the groups discuss for a few minutes.
3. **Discuss the results.** Ask every group to give at least one input. See fact sheet for input. Add any point if necessary.
4. When all points are mentioned, say that several practices need to be implemented **by farmers/workers**. Ask:
 - a. *How can you ensure that workers will implement practices to avoid contamination?* You need to **create awareness** on GM crops and **why** contamination is prohibited. Then you need to **train** them on what should be done and what should not be done.
 - b. *Who in the company is responsible for this?* Agree on who will be responsible.
 - c. *When should this be done?* Remind everyone that this is a core requirement for year 0. Write everything that is agreed on a flip-sheet.

Complying with energy requirements – 15-20 minutes

5. Continue with **requirement 4.7.1** (core, year 0). In processing facilities where non-renewable energy is used your company keeps records of energy consumption, takes measures to use energy more efficiently and replaces non-renewable sources by renewable ones as far as possible. Ask the following questions:
 - a. What do we mean with **non-renewable energy**? Non-renewable energy comes from sources that will run out or will not be replenished for thousands or even millions of years.
 - b. What are **examples** of non-renewable energy? Energy that comes from coal, natural gas, oil, and nuclear energy.
 - c. What are **examples** of renewable energy? Energy generated by sunlight (solar energy), wind, water, etc.
 - d. **For what** do you use energy in the processing facility(ies)? This can include electricity and other fuel (gas, coal) for processing processes. Electricity can be used for water pumps, computers, office equipment, light, etc. In case the processing facility has a canteen, it can include fuel for cooking (gas, coal). Vehicles (cars, motorbikes, tractors) and some equipment (like generators) use petrol or diesel.
 - e. Is all energy that you **use** non-renewable or do you also use renewable energy?
 - f. Do you keep track of your **energy consumption**? For each source, you need to track how much is purchased and how much is used every week or month. Very often, the company will keep records of energy consumption, but the information is spread over different departments. If that is the case, discuss how the company can aggregate all information to have a complete overview.
 - g. Did you ever look into the possibility to **replace non-renewable energy** with renewable energy?
 - h. If you would like to look into this, **how** can this be organised? You can start by contacting a company specialised in renewable energy to see what is possible and that the investment would be. Often initial investments are high but will pay itself back within a few years, depending on the energy use. Agree who can organise this and when. Remind everyone that this is a core requirement for year 0.
6. Say that you can also **reduce your energy** use. Split people into pairs and let each pair discuss **how** to reduce energy use. Let everyone discuss for a few minutes.
7. **Discuss the results.** Ask every pair to give at least one idea (see fact sheet for input). Every time a pair gives an idea, ask:
 - a. Can this be done in your company?
 - b. How can it be done?

Make notes on a flip-sheet to keep track of the discussion.

Complying with greenhouse gas emission requirements – 5-10 minutes

8. Finally discuss **requirement 4.7.2** (development, year 6). Your company researches and implements practices that **reduce greenhouse gas emissions and increase carbon sequestration**.
- The requirement is a development requirement for year 6 which means that you should start working towards these requirements. How can you start? Someone should be made responsible. Agree on who within the company would be responsible.*
 - What is the first step this person should do? The person can check what is already done, and*
 - what other methods there are. Agree when this should be done and write it on a flip-sheet.*

Finish – 2-5 minutes

Summary: Repeat what GM crops are, the related requirement and what the company can do to avoid contamination. Repeat what non-renewable energy is and how the company can reduce the use of energy and replace non-renewable energy with renewable energy. Repeat what greenhouse emission is and the related requirement.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What are the disadvantages of GM crops?*
- What can you do to avoid contamination?*
- What can you do to reduce energy use?*

Next step: Repeat all action points as written on the flip-sheets.

Checklist of Requirements

Year 0

4.5.1	C	Do not intentionally use genetically engineered seed or stock for the Fairtrade crop. Put in practices to avoid GM contamination.	☐
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Year

4.7.1	C	Keep records of non-renewable energy consumption. Use energy more efficiently. Replace non-renewable sources with renewable ones.	☐
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Year 6

4.7.2	D	Research and implement practices to reduce greenhouse gas emission and increase carbon sequestration.	☐
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Topic 5.1

Applying Traceability and Sourcing

Key Information

Traceability means that individual Fairtrade products are identifiable as Fairtrade at all steps of the supply chain and in all relevant documents and packaging. Traceability **guarantees** that products sold as Fairtrade **actually come** from producers that produce according to Fairtrade standards. Certification then guarantees **the authenticity and the integrity** of Fairtrade products being purchased by consumers.

The objective of **Documentary Traceability** and **Mass Balance** is to ensure that Fairtrade producers have received the correct **Fairtrade Minimum Price and Fairtrade Premium**.

The rules on traceability are divided into three sections:

- **Documentary traceability** requirements which are applicable to all producers.
- **Physical traceability** requirements which are applicable to all producers except cocoa, cane sugar, fruit juices and tea producers who process themselves.
- **Mass Balance** requirements which are applicable to cocoa, cane sugar, juice and tea producers with no physical traceability.

Documentary Traceability

All Fairtrade operators must show documentary traceability which means that in all your records it should be clear where the products are coming from. Fairtrade products have to be **identified** in all documents with an **identification mark**, for example with the words "FI Fairtrade" and the buyer's FI ID. Contracts, bills of lading, delivery notes, invoices etc. demonstrate which volumes of Fairtrade product were handled. The following information must be documented:

- Sale of the Fairtrade product: What was sold (product form, volumes)? When?
- Processing of the product: Type of processing? Yields?

Physical Traceability

Physical traceability in a Fairtrade supply chain is the ability **to follow** a specific Fairtrade product all **along the supply chain** and through all stages of production and processing. Fairtrade products always have to be **segregated** from non-Fairtrade products (exceptions apply to cocoa, tea, sugar and juice products). For instance: Fairtrade coffee cannot be mixed in transportation with non-Fairtrade coffee and Fairtrade rice cannot be stored together in the same silo with non-Fairtrade rice.

When **processing** a product, Fairtrade and non-Fairtrade products need to be processed in different processing lines. If this is not possible, Fairtrade products have to be processed at a different time than non-Fairtrade products. You have to make sure that there is **no risk** that Fairtrade products are replaced with non-Fairtrade products.

It is up to you to choose how you will guarantee physical traceability. You have to make sure that the product is clearly identifiable or marked as "FI Fairtrade" with the Fairtrade International ID, lot numbers and/or product identification marks.

Exception for cocoa, fruit juice, sugar, and tea

In principle, Fairtrade International Standards require physical traceability for all products and operators. Fairtrade International does not want to put unreasonable expectations on Fairtrade producers and traders. Physical traceability in the processing stage of cocoa, tea, sugar and juice products would not be possible without excluding a significant number of farmers and workers from Fairtrade's benefits – and often these are the most marginalized. By requiring physical traceability on products where producers have no control over processing, farmers and workers would lose opportunities to sell on Fairtrade terms if the companies processing their products did not keep Fairtrade products separate. As a result, **cocoa, fruit juice, sugar, and tea are exempted from the physical traceability requirements from the processing stage onwards.**

If you **produce and process** cocoa, fruit juice, sugar, and tea you can choose that your production is physically traceable or not. If you as a cocoa, fruit juice, sugar, and tea producer want your products to be physically traceable throughout the supply chain, you need to make sure that the Fairtrade operators that you sell to are successfully audited against the physical traceability rules in the Fairtrade Trade Standard.

As a cocoa, fruit juice, sugar, and tea producer, you can therefore ask the certification body to be audited against the physical traceability rules. If you comply with them, you will be able to sell to operators having physical traceability throughout the supply chain.

Mass Balance

Mass Balance is only applicable to cocoa, fruit juice, sugar, and tea operators with no physical traceability.

Single Site Mass Balance means that when you deliver a quantity of Fairtrade ingredients to a factory or site, only the equivalent amount of processed Fairtrade product leaving that site may be sold as Fairtrade. For example, if you deliver a ton of Fairtrade tea to a factory for processing, the factory can only sell the equivalent amount of processed tea as Fairtrade.

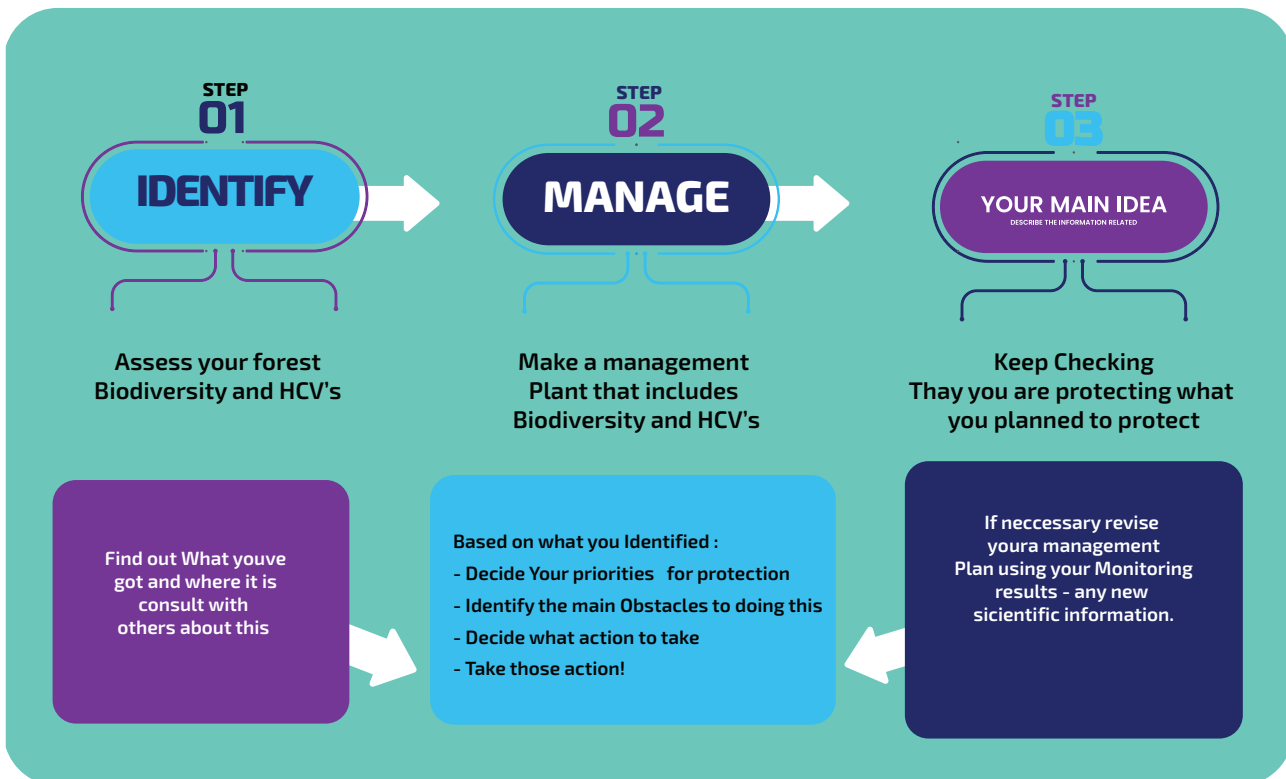
If you implement **Mass Balance**, the Fairtrade outcome needs to be from the same kind and quality as the Fairtrade products that were delivered for the processing. This means for example, that if a producer sells Fairtrade chocolate made with high quality **cocoa**, the Fairtrade ingredient purchased cannot be low quality cocoa beans; if a producer sells Fairtrade organic **sugar** the ingredient purchased cannot be non-organic Fairtrade sugar; and if a producer sells Fairtrade green **tea** the ingredient purchased cannot be Fairtrade black tea.

Sugar operators with no physical traceability that use beet sugar and Fairtrade cane sugar in their factories have to make sure that products exclusively made of beet sugar are not traded as Fairtrade.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 5.1.1 When your company sells a Fairtrade product it identifies clearly in the related documents such as invoices and delivery notes that the product is Fairtrade.	None	5.1.0.01	Term "Fairtrade" or similar in all invoices AND it is possible to find a reference in other documents.	Term "Fairtrade" or similar in all contracts, invoices, B/L, delivery notes, packing lists, etc.
0	Core Multi estate, single plantation	Fairtrade Standard 5.1.2 Your company keeps records of all its Fairtrade sales. Those records indicate the volume sold, the name of the buyer and its Fairtrade International ID number, the date of the transaction and a reference to sales documents in such a way that the certification body is able to link these records with the corresponding sales documents.	None	5.1.0.02	Complete Fairtrade sales records with a reference to sales documents.	Complete records as part of a database of stock, purchases and sales and fully up to date.
0	Core Multi estate, single plantation	FLOCERT requirements You do not imply, directly or indirectly, that an ordinary sale is in any way associated with sales of Fairtrade certified products.		5.1.0.03	You do not imply, directly or indirectly, that an ordinary sale is in any way associated with sales of Fairtrade certified products.	
0	Core Multi estate, single plantation	Fairtrade Standard 5.1.3 If your company processes Fairtrade products you keep records that specify the amount of product before and after processing.	None	5.1.0.04	The company creates/obtains a record showing calculated yearly average yields.	The company creates/obtains records showing real yields of each processing batch AND organisation shares real yields of each processing batch with buyer.
0	Core Multi estate, single plantation	Fairtrade Standard 5.1.4 (Not applicable if the company produces and processes juice or tea and sells to operators without physical traceability) When your company sells a Fairtrade product it marks the product clearly and visibly so that it can be identified as Fairtrade.	Your company can decide what type of mark it will use to identify the product as Fairtrade (e.g., the Fairtrade International ID or "Fairtrade International/Fairtrade" on the package and documentation), so long as it is visible and clear.	5.1.0.05	The company's Fairtrade products, when sold, are clearly identified as Fairtrade.	
				5.1.0.17	You identify Fairtrade products as Fairtrade at all stages (e.g. storage, transport, processing, packaging, labelling and handling) as well as in all related records and documents through on-product lot numbers and/or identification marks.	
0	Core Multi estate, single plantation	Fairtrade Standard 5.1.5 If your company also handles non-Fairtrade products, it physically segregates the Fairtrade product from the non-Fairtrade product at all stages (e.g. storage, transport, processing, packaging, labelling and handling).	None	5.1.0.06	There is a system in place to separate product even if there are small mistakes.	There is a physical traceability system in place to trace back product with no mistakes.
0	Core Multi estate, single plantation	FLOCERT requirements A clear indication can be found in the sales documentation (contract, or invoice, or delivery note).	None	5.1.0.26	A clear indication can be found in the sales documentation (contract, or invoice, or delivery note).	

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 5.2.1 (Only applicable to newly certified producers) When your company becomes certified it can sell the product that it has in stock as Fairtrade, but it does not sell the product that was produced more than one year before initial certification as Fairtrade.	This requirement means that a company obtaining certification may begin selling recently harvested products in stock from the last 12 months production without having to wait for the next harvest after initial certification. Traceability requirements will be applied to applicable products traded during the 12 month period.	5.2.0.01	Only products produced at maximum one year before certification are sold as Fairtrade.	
0	Core Multi estate, single plantation	Fairtrade Standard 5.4.1 If your company wants to use any of the FAIRTRADE Marks on your wholesale packaging or external promotional material (such as brochures, websites, or invoices for Fairtrade products), you first contact Fairtrade International for approval at artwork@fairtrade.net	Fairtrade International encourages producers to use the FAIRTRADE Mark but needs to verify that it is used in line with the "Trademark Use Guidelines" to protect its integrity. Please calculate 5 to 6 weeks for the complete process. If you used the FAIRTRADE Mark without prior permission you do not need to remove it immediately, just contact artwork@fairtrade.net to discuss necessary steps.	5.4.0.01	Fairtrade International is contacted at artwork@fairtrade.net for approval for the use of the FAIRTRADE Mark on wholesale packaging or external promotional material (such as brochures, websites or invoices for Fairtrade products).	
0	Core Multi estate, single plantation	Fairtrade Standard 5.4.2 If your company produces finished Fairtrade products and wants to sell them to consumers under your own brand name with any FAIRTRADE Mark, you sign a contract with Fairtrade International or with a National Fairtrade Organization.	Please contact Fairtrade International at license@fairtrade.net for more information.	5.4.0.02	If the company produces finished Fairtrade products and sell them to consumers under its own brand name with any FAIRTRADE Mark, the company has signed a contract with Fairtrade International or with a National Fairtrade Organization.	
0	Core Multi estate, single plantation	FLOCERT requirement (Applicable if you are packing for a licensee) You have a copy of the applicable artwork approval.		5.4.0.03	You have a copy of the applicable artwork approval.	



Guidelines for the Trainer

Materials needed: ☒ Flip-sheets and markers

Time needed: 45-50 minutes

Preparations: ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	1.2.1	Additional requirement	5.7.1.01
Fresh fruits	5.1.1	Additional requirement for companies of fresh fruit export	5.1.0.22
Fresh vegetables	5.1.2	Additional requirement for Fairtrade payer and conveyor	5.1.0.21
	5.2.2	Additional requirement	5.2.0.02
Herbs and herbal tea	5.1.1	Additional requirement	5.1.0.11
	5.1.6	Additional requirement	5.1.0.10



Note for the trainer:

At In case the organisation you organise this training for produces and processes cocoa, fruit juice, sugar, or tea, you are allowed to apply Mass Balance (see key information). For all other products, you need to apply physical traceability. Documentary traceability applies to all organisation, irrespective their product.



Set up – 2-5 minutes

Attention: Hold up the product (a pen, your phone, anything else) and ask if they can guess where you bought it. Say that they can probably trace where you bought the product, but can they also trace where the product was produced? Also, that should be possible to trace, but what about the ingredients or parts of the product? Do we know exactly where every ingredient or part comes from? Probably not. Say that Fairtrade and other certification schemes work different: if you buy a product which is sold as Fairtrade, you know that the raw materials come from producers that produce according to Fairtrade standards. We call this traceability.

Title: Tell the title of the session: *Applying traceability and sourcing.*

Objectives: During this session, we will discuss the different types of traceability and how as company we can apply and guarantee traceability. We will also talk about the use of the Fairtrade trademark.

Benefits: For consumers traceability is key; if you buy a product that is branded as Fairtrade, you want to make sure that the raw materials are produced according to certain standards. If we as producers cannot guarantee traceability, traders and consumers will no longer be ready to pay higher prices and we could lose our market. All requirements with regards to traceability are Core and applicable in year 0.

Direction: We will discuss traceability up to the point that you sell your product to the buyer. After that your responsibility stops.

Delivery

Explanation, Visualisation, Exercise, and Application:

Applying traceability – 30-35 minutes

1. Say that **traceability** means that individual Fairtrade products are identifiable as Fairtrade at all steps of the supply chain and in all relevant documents and packaging. To be able to do that, you need to know what happens the moment products are harvested. **Together build a product flow.** Every time you have identified another step in the product flow, right is on a coloured card and paste it on the wall on the right side of the other card. At the end you have a **line of cards** which depict the product flow. Ask the following questions.
 - a. *Where do products go that are harvested? Are products stored or directly processed?*
 - b. *Where do products go from there? Think about storage at community level or central level, processing, packaging, etc.*
 - c. *Do members bring their products to a collection point or does the organization pick products up at members' farms?*
 - d. *What happens to the products within your organisation (processing, storage)?*
 - e. *How do you sell products to the first buyer (how do you deliver your product?).*
 - f. Continue till you come to the last step in which your (processed) product is **sold to a buyer**.
2. Say that we have now depicted the **physical flow of products**. Physical traceability in a Fairtrade supply chain is the ability **to follow** a specific Fairtrade product all **along the supply chain** and through all stages of production and processing. The general rule is that Fairtrade products **always** have to be **segregated** from non-Fairtrade products (**requirement 5.1.5**). Ask:
 - a. *If we look at all the steps of the product flow, **where are risks** that our Fairtrade products are **mixed** with non-Fairtrade products? Think about storage, transport, processing, etc.*
 - b. *How can your organization assist workers in keeping their products separate in all these steps and avoid mixing of Fairtrade product with non-Fairtrade product? You should **train** workers on traceability, you should advise them to **mark** their bags, to **transport** their products separately from non-Fairtrade products, etc.*
 - c. *What can you do as company to physically separate your products, in case you also handle non-Fairtrade products? You should mark your products clearly as Fairtrade products (**requirement 5.1.4**). Your company can decide what type of mark it will use to identify the product as Fairtrade (e.g., the Fairtrade International ID or "Fairtrade International/Fairtrade" on the package and documentation), so long as it is visible and clear. **Agree how** best the company can **mark** their Fairtrade products. Write on a flip-sheet what has been agreed.*
3. In case you are dealing with cocoa, fruit juice, sugar, or tea, **explain** how **mass balance** works (see fact sheet, **requirement 5.1.6**). **Single Site Mass Balance** means that when you deliver a quantity of Fairtrade ingredients to a factory or site, only the equivalent amount of processed Fairtrade product leaving that site may be sold as Fairtrade. For example, if you deliver a ton of Fairtrade tea to a factory for processing, the factory can only sell the equivalent amount of processed tea as Fairtrade. If you implement **Mass**

Balance, the Fairtrade outcome needs to be from the same kind and quality as the Fairtrade products that were delivered for the processing.

4. Say that in addition to physical traceability, you also need to apply **documentary traceability** which means that in all your records it should be clear where the products are coming from. Mention the following requirements and discuss **how** the company can implement this, **who is responsible** for doing this and **when** it can be done. **Write all action points on a flip-sheet.**
 - a. **Requirement 5.1.1:** When your company sells a Fairtrade product it identifies clearly in the related documents such as invoices and delivery notes that the product is Fairtrade.
 - b. **Requirement 5.1.2:** Your company keeps records of all its Fairtrade sales. Those records indicate the volume sold, the name of the buyer and its Fairtrade International ID number, the date of the transaction and a reference to sales documents in such a way that the certification body is able to link these records with the corresponding sales documents.
 - c. **Requirement 5.1.3:** If your company processes Fairtrade products you keep records that specify the amount of product before and after processing.

Applying sourcing requirement – 5-10 minutes

5. Say that when you become certified, the company can sell the product that it has in stock as Fairtrade, but it does not sell the product that was produced more than one year before initial certification as Fairtrade (**requirement 5.2.1**). This means that you may begin selling recently harvested products in stock from the last 12 months production without having to wait for the next harvest after initial certification. Ask: *How much do you have in stock at this moment?* Confirm that these products can be sold as Fairtrade the moment the company will become certified. Add that traceability requirements will be applied to applicable products traded during the 12-month period. That means that all records and documentation need to comply with all requirements as we just discussed.

Using the Fairtrade trademark – 5-10 minutes

6. Say that there are two requirements with regards to the Fairtrade trademark. Start with **requirement 5.4.1**: If your company wants to use any of the FAIRTRADE Marks on your wholesale packaging or external promotional material (such as brochures, websites, or invoices for Fairtrade products), you first contact Fairtrade International for approval at artwork@fairtrade.net. Ask:
 - a. *Would you company like to use the Fairtrade trademark?*
 - b. *If yes, on what type of materials?*
 - c. *Who within the company is going to contact Fairtrade for permission?*
7. Continue with **requirement 5.4.2**: If your company produces finished Fairtrade products and wants to sell them to consumers under your own brand name with any FAIRTRADE Mark, you sign a contract with Fairtrade International or with a National Fairtrade Organization. Ask:
 - a. *Would you company like to use the Fairtrade trademark?*
 - b. *Who within the company is going to contact Fairtrade for permission?*

Finish – 2-5 minutes

Summary: Summarise what traceability is and why the company should apply traceability. Repeat a few requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *What is physical traceability?*
- *How can we guarantee physical traceability?*
- *What is documentary traceability?*
- *How can we guarantee documentary traceability?*

Next step: Repeat all actions points as agreed.

Checklist of Requirement

Year 0

5.1.1	C	Identify product as Fairtrade on all sales documents.	☐
5.1.2	C	Keep comprehensive records of Fairtrade sales.	☐
5.1.3	C	Keep processing records.	☐
5.1.4	C	Mark Fairtrade product as Fairtrade.	☐
5.1.5	C	Physically separate Fairtrade products from non-Fairtrade products at all stages.	☐
5.1.6	C	For cocoa, cane sugar, juice or <i>Camelia</i> tea producers, physical traceability is not necessary at the processing stage.	☐
5.2.1	C	For newly certified Fairtrade producers, you can sell products as Fairtrade that you have had in stock up to but not longer than one year.	☐
5.4.1	C	To use the Fairtrade trademark in wholesale packaging or promotional material, approval must first be obtained.	☐
5.4.2	C	To sell finished Fairtrade products under your own brand with any Fairtrade Mark, a contract with Fairtrade International or National Fairtrade Organization must first be signed.	☐

Topic 5.2

Signing and Honouring Contracts

Key Information

Fairtrade Minimum Price

The Fairtrade Minimum Price is a **guaranteed price** that serves as a **safety net** for Fairtrade products (when applicable), in case market prices fall below producers' costs of production. The minimum price is paid by the buyer of the product.

In some markets, such as the cocoa market in Cote d'Ivoire and Ghana, **prices are regulated by the government**. When the Fairtrade Minimum Price is higher than the applicable government price, buyers pay the difference. That means that in these countries, organisations will receive what is called the **Fairtrade Minimum Price differential in addition to the applicable government price**.

The minimum prices can be found through the following link:

<https://www.fairtrade.net/standard/minimum-price-info>

Contract

All Fairtrade sales have to be regulated through written contracts that both parties agree to. When a contract is signed, there is a mutual responsibility of both parties to follow the terms of the contract. From the producer side, this means ensuring that deliveries are made in full, on time, and of the expected quality, according to the terms of the contract.

Contracts clearly state:

- how much of the product is sold
- what is the required quality
- how much the buyer has to pay
- when he/she has to pay
- how and when the product should be delivered

Producers can always ask for access to contracts between the Fairtrade payer and the Fairtrade conveyor and the conveyor has to make them available at any time. Producers can then check the agreement between the Fairtrade payer and the Fairtrade conveyor and see if the correct amount of money was transferred to them.

What should I do?

Ensure that if you or your buyers are suspended from Fairtrade, you do not sign any new Fairtrade contracts. Deliveries of Fairtrade products already agreed on in signed contracts must be fulfilled, unless both parties agree otherwise.

In case you or your buyer is decertified, selling or buying products as Fairtrade has to stop immediately. This rule has to be respected from the date of decertification. If Fairtrade publishes new Fairtrade Minimum prices, the prices in already signed contracts have to be respected.

Source: Explanatory document for the Fairtrade Standard for Hired Labour

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Hired Labour	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum needed)	FLOCERT Rank 5 (Best practice)
0	Core Multi estate, single plantation	Fairtrade Standard 5.3.1 If Fairtrade International publishes new Fairtrade Minimum Prices, your company fulfils all signed contracts at the price agreed in the contract. The price in the contract can be modified only if your company and the buyer both agree to it in writing.	None	5.3.0.01	Contracts are honoured OR in case of any disputes, the dispute resolution mechanism has been/is being used to solve the conflict	
				5.3.0.05	Yes OR there was a mutual agreement with the buyer.	
0	Core Multi estate, single plantation	Fairtrade Standard 5.3.2 You do not sign new Fairtrade contracts if - your buyer is suspended; or - you are suspended; unless you can prove that you have existing trade relationships. If you do have existing trade relationships you can sign new contracts with this partner but the volume is restricted to up to a maximum of 50% of the volume traded with each partner in the previous year. In all cases you fulfil existing Fairtrade contracts during the suspension period.	The certification body will determine whether an existing trading relationship exists.	5.3.0.02	The company has neither exceeded volumes allowed during suspension NOR signed contracts with new trade partners.	
0	Core Multi estate, single plantation	Fairtrade Standard 5.3.3 If your company is decertified, it stops selling any Fairtrade product from the date of decertification even if there are signed Fairtrade contracts still to be fulfilled.	None	5.3.0.03	The company sold as non-Fairtrade and did not change written contract but removed Fairtrade marks.	The company sold as non-Fairtrade, removed Fairtrade marks and cancelled Fairtrade contract
0	Core Multi estate, single plantation	Fairtrade Standard 5.3.4 You sign binding purchase contracts provided by your buyers, which are in line with Fairtrade requirements. Unless otherwise stated in the product Standards, contracts at minimum clearly indicate the agreed volumes, quality, price (Fairtrade Minimum Price or market price; whichever is higher), payment terms, and delivery conditions. All contracts between operators and Fairtrade payers or conveyors stipulate a mechanism to resolve conflicts separate from jurisdiction, agreed by both parties.	None	5.3.0.04	Written and complete purchase contract or purchase order exists AND is confirmed by producer (purchase order) or countersigned by organisation.	

Guidelines for the Trainer

- Materials needed:**
- ☒ Flip-sheets and markers
 - ☐ If possible, get a copy of one of the contracts of the company. They can hide sensitive details, like price and payment details. Make copies for all participants.
- Time needed:** 25-30 minutes
- Preparations:**
- ☒ Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline

Product specific requirement

Product	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Flowers and plants	5.2.1	Additional requirement	5.3.0.21
Fresh vegetables	5.4.3	Additional requirement	5.4.0.04
	5.4.4	Additional requirement	5.4.0.05
	5.4.4	Additional requirement	5.4.0.06
	5.4.5	Additional requirement	5.4.0.07
	5.4.6	Additional requirement	5.4.0.08
	5.4.7	Additional requirement	5.4.0.09
	5.5.7	Additional requirement	5.6.0.01
	5.5.7	Additional requirement	5.6.0.02
	5.5.9	Additional requirement	5.6.0.03
Herbs and herbal tea	None	Not applicable	None

Session in Short

Set up: 2-5 min

Delivery: 20-5 min: complying with contract requirements

Finish: 2-5 min



Set up – 2-5 minutes

- Attention:** Ask if the company signs contracts with their buyers. Most likely they do (do not go into discussion, a simple *yes* or *no* is sufficient for now).
- Title:** Tell the title of the session: *Signing and honouring contracts*.
- Objectives:** During this session, we will discuss how to comply with requirements concerning contracts.
- Benefits:** Contracts will help to protect your company and workers in terms of payments and prices. It also gives the buyer more security in terms of products to be delivered which is necessary for their business activities.
- Direction:** All requirements are core requirements for year 0. However, 2 requirements only apply when the trader or your company is suspended. We will not discuss these two requirements into detail but rather take notice of them.

Delivery

Explanation, Visualisation, Exercise, and Application:

Complying with contract requirements – 20-25 minutes

1. Start with **requirement 5.3.4**: You sign binding purchase contracts provided by your buyers, which are in line with Fairtrade requirements. Ask: *What should be in a **contract**?* Collect as many answers as possible and write them on a flip-sheet. Make sure the following is mentioned: agreed volumes, quality, price (Fairtrade Minimum Price or market price; whichever is higher), payment terms, delivery conditions, and mechanism to resolve conflicts.
2. In case you have a copy of a contract, **distribute copies** to everyone and **check together** if all elements for a contract that you listed on the flip-sheet are covered in the contract.
3. Ask the following questions:
 - a. *Who within the company is responsible for contracts?* Agree that this person should make sure that at all elements of a contract that are listed will be part of future contracts.
 - b. *What if the buyer does not want to have certain elements in the contract, how can you handle this?* The contract is usually negotiated before signing and all terms and conditions agreed by both parties. That means that during the negotiation process, the company needs to explain all elements clearly.
4. Continue with **requirement 5.3.1**: If Fairtrade International publishes new Fairtrade Minimum Prices, your company fulfils all signed contracts at the price agreed in the contract. Explain that the Fairtrade Minimum Price is a **guaranteed price** that serves as a **safety net** for Fairtrade products (when applicable), in case market prices fall below producers' costs of production. The minimum price is paid by the buyer to the company.
5. Ask: *What if the buyer **does not agree** to the Fairtrade Minimum Price?* The price in the contract can be modified only if your company and the buyer both agree to it in writing. The Fairtrade Minimum Price is not negotiable, which means buyers have to pay it. This may not apply to products that do not have a defined Fairtrade Minimum Price e.g. Flowers and plants.
6. Say that finally you will **mention** the two requirements that apply when a buyer or their company is **suspended**:
 - a. **Fairtrade Standard 5.3.2**: You do not sign new Fairtrade contracts if your buyer is suspended; or your company is suspended, unless you can prove that you have existing trade relationships.
 - b. **Fairtrade Standard 5.3.3**: If your company is decertified, it stops selling any Fairtrade product from the date of decertification even if there are signed Fairtrade contracts still to be fulfilled.

Add that hopefully we will never have to apply these two requirements. Therefore, we will not discuss them in detail, but we will cross that bridge when we get there.

Finish – 2-5 minutes

Summary: Repeat why contracts are important and the contract requirements. Repeat that the Fairtrade Minimum Price is and how it works.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- *Why is it important to have contracts?*
- *What elements should be in a contract?*
- *What is the Fairtrade Minimum Price?*

Next step: Repeat any actions that need to be taken.

Checklist of Requirements

Year 0

5.3.1	C	If Fairtrade publish new minimum prices, fulfil all signed contracts at agreed price.	
5.3.2	C	If either trading party is suspended, do not sign new contracts.	
5.3.3	C	If decertified, stop selling immediately	
5.3.4	C	Sign binding purchase contracts	



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