**Planning**

It is often tough to know exactly where to start to guide your organisation through the Fairtrade certification and to meet all the compliance criteria. This document will help you with some suggestions and examples on how to develop a programme to assess how you are doing, and what you still have to accomplish, as well as ways to follow your progress and achievements.

In addition to the initial requirements for Fairtrade certification, it is important to plan how you will comply with further core requirements in succeeding years as well development obligations.

An initial internal evaluation is a good first step. This will give you an idea about where you are and how far you still have to go. Once set up, the evaluation procedure can be repeated on a regular basis as a tool to check and recheck your compliance with the Fairtrade standards.

**Who?**

The person responsible for Fairtrade within your organisation e.g. Fairtrade Officer

**What?**

Initial desk and field survey to check compliance with the Fairtrade standards

**How?**

Using the Fairtrade standards and compliance criteria as your checklist carry out an internal audit of your organisation. Check off each requirement as either compliant or non-compliant and, where you are not compliant, indicate why.

Using the completed checklist, develop a Fairtrade Action Plan, which you can use to guide your organisation through the Fairtrade certification, complete with objectives, actions, responsible people and a budget.

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The Hired Labour explanatory planning and reporting templates for management is a reference document and a complement to the Fairtrade Hired Labour Standard. For compliance purposes, the Fairtrade Standard for Hired Labour is the official document against which producers are audited. All Fairtrade Standards are available free for download on the Fairtrade International website at: <http://www.fairtrade.net/our_standards.html>

Table 1 Abbreviate Hired Labour requirements by timeline

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Core/ Dev** | **Requirement** | **Description: C:\Users\dell\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\APMLZKX8\MC900072629[1].gif** |
| **Before becoming Fairtrade certified** |
| **1.1.1** | **C** | Accept announced and unannounced audits of all premises, including those subcontracted. | [ ]  |
| **1.1.3** | **C** | Allow Fairtrade International 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 practises 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. | [ ]  |
| **2.1.1** | **C** | Create a Fairtrade Premium Committee (FPC) to manage the Premium for the 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 registered 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 Fairtrade Premium Committee and have management appoint advisors. | [ ]  |
| **2.1.11** | **C** | Ensure that the FPC meet regularly during working hours. | [ ]  |
| **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. | [ ]  |
| **2.1.13** | **C** | Management must participate actively and responsibly in the FPC as a non-voting advisor. | [ ]  |
| **2.1.19** | **C** | Ensure that Premium is used, according to the Fairtrade rules specified, to benefit workers, their families and communities. | [ ]  |
| **2.1.20** | **C** | If workers choose, 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. | [ ]  |
| **2.2.2** | **C** | Provide initial training for the workers’ representatives on the FPC. | [ ]  |
| **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, including awareness raising, communicated and put into action. | [ ]  |
| **3.1.7** | **C** | No discrimination for using grievance procedures. | [ ]  |
| **3.1.9** | **C** | Ensure all workers have right to be elected as workers representatives/FPC. | [ ]  |
| **3.2.1** | **C** | No forced, bonded or involuntary prison labour. | [ ]  |
| **3.2.2** | **C** | No conditional working for spouses. | [ ]  |
| **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. | [ ]  |
| **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 FoA protocol) in such a way that all workers are understand and 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** | Allow access for trade union representatives to communicate with workers without the interference or surveillance of management. | [ ]  |
| **3.4.8** | **C** | Do not interfere with freedom of association by controlling or obstructing trade unions or workers representation. | [ ]  |
| **3.4.9** | **C** | Workers’ representatives can meet amongst themselves, with all workers and with senior management during working hours. | [ ]  |
| **3.4.10** | **C** | Results of meetings held with senior management are signed and posted in the workplace for all workers to read. | [ ]  |
| **3.5.1** | **C** | Wages and conditions of employment are set according to 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 payment 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 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. | [ ]  |
| **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 workplaces. | [ ]  |
| **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** | Provide PPE (personal protective equipment) for workers handling hazardous chemicals. Ensure that it is used. | [ ]  |
| **3.6.20** | **C** | Ensure that PPE and pesticide application equipment is cleaned after use, stored separately and never taken home. | [ ]  |
| **3.6.21** | **C** | Ensure free medical examinations, at least once a year, for workers handling hazardous chemicals. | [ ]  |
| **3.6.22** | **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.
 | [ ]  |
| **3.6.23** | **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
 | [ ]  |
| **3.6.24** | **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. | [ ]  |
| **3.6.25** | **C** | Provide proper tools and work clothes for all workers appropriate to their tasks, and replace regularly.  | [ ]  |
| **3.6.27** | **C** | Appoint and identify a qualified Medical Officer. | [ ]  |
| **3.6.28** | **C** | Maintain full, up to date, documentation on all sicknesses, accidents and proposed actions. | [ ]  |
| **4.1.1** | **C** | Appoint someone to be responsible for environmental development. | [ ]  |
| **4.1.2** | **C** | Raise workers’ awareness on environmental development and responsibility. | [ ]  |
| **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 establishing 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 pesticide and hazardous chemical 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. | [ ]  |
| **4.3.1** | **C** | Do not use human sewage sludge for fertiliser. | [ ]  |
| **4.3.2** | **C** | Store fertiliser in a way that ensures no risk of water pollution. Store fertiliser and pesticides separately. | [ ]  |
| **4.3.3** | **C** | Do not use untreated sewage water for irrigation and processing. | [ ]  |
| **4.5.1** | **C** | Do not intentionally use genetically engineered seed or stock for the Fairtrade crop. Put in practices to avoid GM contamination. | [ ]  |
| **4.6.1** | **C** | Avoid negative impacts on protected areas and areas of high conservation value (HCV) inside and outside the farm/production area.Ensure area used for the production of the FT 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. | [ ]  |
| **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 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. | [ ]  |
| **5.3.1** | **C** | If Fairtrade publish new minimum prices, fulfil all signed contracts at agreed price. | [ ]  |
| **5.3.2** | **C** | If suspended, do not sign new contracts. | [ ]  |
| **5.3.3** | **C** | If decertified, stop selling immediately | [ ]  |
| **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. | [ ]  |
| **In Year 1** |
| **1.1.2** | **C** | Share audit results with workers. | [ ]  |
| **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 terms of reference for the Fairtrade Premium Committee, have them approved by the general assembly (GA) of workers and follow them. | [ ]  |
| **2.1.7** | **C** | For multi estates - ensure that the distribution principles of the Fairtrade premium are transparent and documented. | [ ]  |
| **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 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. | [ ]  |
| **2.2.1** | **C** | Raise management and workers’ awareness about Fairtrade and workers’ rights. | [ ]  |
| **2.2.3** | D | Ensure FPC is trained on participatory project planning and financial management; elected workers’ representatives trained on labour legislation and negotiation skills. | [ ]  |
| **2.2.7** | C | Ensure access to primary educational for the children of all permanent resident workers. | [ ]  |
| **3.1.4** | **C** | Policy on disciplinary measures established, communicated and put into action. | [ ]  |
| **3.4.11** | **C** | Sign and adhere to the sector collective bargaining agreement (CBA). | [ ]  |
| **3.4.12** | **C** | If no CBA in place, proactively engage in process to enter into one. | [ ]  |
| **3.5.4** | **C** | Wages and benefits are increased to reach Fairtrade International living wage benchmarks. Wage increments 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. | [ ]  |
| **3.6.3** | **C** | Establish H&S committee, with workers representatives, who meet regularly. | [ ]  |
| **3.6.29** | **C** | Offer regular examinations and check-ups by a medical doctor at least every three years to all workers. Keep individual health records confidential. | [ ]  |
| **4.3.4** | **C** | Only apply fertilisers according to the need of the crop. | [ ]  |
| **4.3.7** | **C** | Implement practices to enhance soil fertility. | [ ]  |
| **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. | [ ]  |
| **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. | [ ]  |
| **4.6.4** | **C** | No collecting or hunting of rare or threatened species. No alien invasive species introduced. | [ ]  |
| **4.7.1** | **C** | Keep records of non-renewable energy consumption. Use energy more efficiently.Replace non-renewable sources with renewable ones. | [ ]  |
| **In Year 3** |
| **2.1.10** | **D** | Ensure that the composition of the FPC reflects the composition of the workforce. | [ ]  |
| **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. | [ ]  |
| **2.2.4** | **D** | Provide opportunity for staff to develop skills and qualifications. | [ ]  |
| **2.2.5** | **D** | Give special attention to the empowerment of women. | [ ]  |
| **2.2.6** | **D** | Undertake activities to achieve equality in the workplace, addressing disadvantaged and minority groups. | [ ]  |
| **2.2.8** | **D** | Implement measures to improve the education of all workers’ children. | [ ]  |
| **3.1.8** | **C** | Sufficient records of all terminated contracts kept. | [ ]  |
| **3.3.5** | **C** | If there is a risk of child labour, procedures are put into action to address it. | [ ]  |
| **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. | [ ]  |
| **3.6.4** | **D** | Carry out regular H&S risk assessments | [ ]  |
| **3.6.26** | **D** | Provide free occupational health care to all workers. | [ ]  |
| **3.6.30** | **D** | Provide workers with free and regular medical care from an on-site dispensary, with regular access to a doctor. | [ ]  |
| **4.2.15** | **C** | Record pesticides used in detail. | [ ]  |
| **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 with where ground cover is needed and put a plan in place to establish cover. | [ ]  |
| **4.3.11** | **D** | Keep informed and engaged in the area’s water situation. | [ ]  |
| **4.3.13** | **C** | Ensure that waste water is handled from processing facilities in a way that does not have a negative impact on water quality, soil or food safety. | [ ]  |
| **4.4.3** | **D** | Use organic waste in a sustainable way, allowing the nutrients to be recycled. | [ ]  |
| **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. | [ ]  |
| **In Year 6** |
| **2.2.9** | **D** | Provide support for crèche facilities for the children of workers. | [ ]  |
| **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 | [ ]  |
| **4.3.12** | **D** | Use best available technology for irrigation and processing to optimize volumes of water. | [ ]  |
| **4.7.2** | **D** | Research and implement practices to reduce GHG emission and increase carbon sequestration. | [ ]  |

Table 2 Sample checklist for internal audit purposes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **FLO Standard** | **No.** | **FLO-CERT Compliance criteria** | **Year** | **Compliant or not** | **Comments** |
| 1.1.6 | Your company must allocate time during regular working hours and provide other resources that are necessary for the successful implementation of Fairtrade matters. | TBA | TBA | Year 0Core | No | FPC not meeting regularly and meetings times have not yet been agreed on. |
| 3.1.6 | Your company **must establish** and implement a policy that clearly prohibits unwanted conduct of a sexual nature.The policy **must include awareness raising** among all workers on what constitutes sexual harassment and on the right to oppose sexual harassment. | TBA | TBA | Year 0Core | No | Awareness raising on the sexual harassment policy has not been done. |
| 3.6.1.9 | Your company **must provide** adequate quality personal protective equipment (PPE) to workers handling hazardous chemicals and **ensure** that workers are trained and use the equipment properly | TBA | TBA | Year 0Core | No | Chemical handlers respirators were not changed in January. |

Table 2 Sample Fairtrade Action Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Area | Objective | Action | Timeline | Person responsible | Budget | Comments/observations |
| *Which area or chapter of the Fairtrade standards are you addressing* | *What do you want to achieve?* | *What do you have to do to achieve what you want?* | *When you want to finish the action* | *Who is responsible for carrying out the action?* | *How much is the action going to cost?* | *Additional notes and information* |
| Certification Ref 1.1.6 | Ensure that the FPC meets on a regular basis to enable them to manage the FT premium effectively. | Develop a meeting schedule, have it approved by management and ensure that time is given off work without loss of wages. | April 2014 | FT Officer | Internal |  |
| Freedom from Discrimin.Ref 3.1.6 | Ensure that all employees on the farm are aware about the sexual harassment policy | Translate the policy into local language, post the policy on all notice boards, have HR department to train all departments on the policy. | June 2014 | HR manager and assistant | Internal | Develop twenty minute training session on sexual harassment and how to deal with it in the workplace. Ensure procedures for dealing with sexual harassment are in place. |
| Occupational Health and SafetyRef 3.6.1.9 | Ensure that chemical handlers are adequately protected with proper PPE. | Put procedures in place for regular replacement of PPE (respirators) and ensure that they are followed correctly. This should include having a stock of PPE always available in the main store. | March 2014 | Stores Manager, Production Manager | $1000 immediate PPE required, including respirators | Make sure that an adequate budget goes into new budget to provide for regular change of respirators. |

Template Fairtrade Action Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Area | Objective | Action | Timeline | Person responsible | Budget | Comments/observations |
| *Which area or chapter of the Fairtrade standards are you addressing* | *What do you want to achieve?* | *What do you have to do to achieve what you want?* | *When you want to finish the action* | *Who is responsible for carrying out the action?* | *How much is the action going to cost?* | *Additional notes and information* |
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Fairtrade Development Plan

Another way to address the Fairtrade standard is through a chart that is drawn up to plan how your organisation will develop and improve over the next few years in line with the Fairtrade ‘core’ and ‘development’ requirements. This will ensure that you develop in a logical way and makes sure that you can plan your budget in advance, and gain the approvals needed by senior management.

As your situation changes with time, so should your plan, therefore regular reviews and updates should be carried out. A simple example is given below:

Table 3 Example of a Fairtrade Development Plan

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **FLO Standard** | **Core or Development** | **Timeline** | **Action** | **Responsible** | **Budget** | **Comments** |
| **Year 0** | **Year 1** | **Year 3** | **Year 6** |
| 2.2.5 | Your company **must give** special attention to the empowerment of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary. | Dev | 3 | Have workers elect a gender committee and provide training on gender issues to the committee and to all general workers.Appoint a member of senior management whose role it is to focus on the empowerment of women through encouragement and opportunity. | HR Manager |  | 5000 | 5000 | 5000 | Ensure activities are recorded and monitored to demonstrate change and successes. |
| 3.6.2 | Your company **must appoint** a Health and Safety Officer to be in charge of OHS matters. | Core | 0 | Appoint H&S Officer | General Manager | 15000 | 16500 | 18000 | 19500 |  |
| 3.6.3 | Your company **must establish** an occupational Health & Safety Committee with workers’ representation. The H&S Committee **must hold** regular meetings with the H&S Officer to discuss health and safety in the workplace. | Core | 1 | Establish a H&S committee, ensure regular meetings take place. | H&S Officer | 3000 | 2000 | 3500 | 2500 | Initial training for committee. Resources for meetings, trainings |
| 3.6.4 | Your company **must carry out** regular H&S risk assessments jointly with workers and their H&S representatives (see 3.6.3), and adapt safety measures accordingly. | Dev | 3 | Annual risk assessment and follow up. | H&S Officer/committee | 500 | 550 | 600 | 650 |  |

Fairtrade Development Plan template

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Req No.** | **FLO Standard** | **Core or Development** | **Timeline** | **Action** | **Responsible** | **Budget** | **Comments** |
| **Year 0** | **Year 1** | **Year 3** | **Year 6** |
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