



FOR LIFE

CERTIFICATION STANDARD FOR CORPORATE SOCIAL RESPONSIBILITY

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The standard is published on www.fairforlife.org

It is accompanied by two documents:

- The For Life certification process
- The Fair for Life and For Life Procedure for Scheme revision

Comments and suggestions about the contents of this document can be sent by email to revision@fairforlife.org

The original version and the reference version for this document is the English version.

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Prologue to this draft version

In March 2016, the Fair for Life Standard began the process of a particularly important revision.

In order to increase the clarity of the Standard, it was decided to divide the “Fair for Life Social and Fair Trade Certification Programme” into two separate standards:

- 1) The For Life Standard, for “Corporate Social Responsibility” certification
- 2) The Fair for Life Standard, for “Fair Trade” certification, with common criteria between the two schemes, related to social and environmental responsibility.

The 2016 revision process addresses both standards separately, but in a parallel way.

From April to July 2016, a pre-consultation phase was held to gather stakeholders’ views on certain topics. This helped to write a first version of the standards, that was presented in September to the “Fair for Life & For Life Scheme Committee”.

We are now entering another important phase of stakeholder consultation. Through this document, a draft of the revised standard is presented for public consultation.

You will find more details on the revision process and timelines, and will be able to download the complete “*Fair for Life and For Life Procedure for Scheme Revision*” by clicking on [this link](#).

INTRODUCTION

For Life's Vision

A world where companies and organizations are committed to continuous improvement in the well-being of the people involved in their activities.

Producers, processors, traders, retailers are progressing in the same direction: raising the bar of labour and environmental conditions, and promoting sustainable development both locally and down their supply-chains.

They can easily identify partners who share the same values and manage corporate social responsibility in their daily operations.

For Life's Mission

Provide a space within which each actor can make corporate social responsibility principles a reality.

Offer a flexible approach capable of adapting to different local setting and activities, all while:

- requesting high commitments at corporate level,
- ensuring respect for people and their environment,
- valuing the efforts of the most dynamic actors.

For Life's Objectives

1. Combine evaluation of conformity and evaluation of performance, ensuring a solid basis of requirements, while at the same time supporting the efforts of the most dynamic companies and organizations.
2. Provide an option for companies world-wide to demonstrate to ethically responsible buyers their respect of labour rights, good working conditions and responsible environmental practices.
3. Guarantee that good practices are in place at all stages of a supply chain with: standards adapted to producer groups, single farms/estates, processing companies, trading companies, etc.
4. Guarantee that companies and organisations are truly committed to Corporate Social Responsibility: external verification that a policy to continuously improve impacts at internal and external levels is adequately defined and implemented.

How to Use this Standard?

The standard is composed of different parts:

> SCOPE AND SUPERVISION SYSTEMS

This part presents:

- the range of application (eligible sectors and products);
- the two types of supervision systems (registration / certification) to be applied in a supply chain in order to have the final consumer product certified.

> REFERENCE TO OTHER STANDARDS

This part presents all the standards and regulations that are directly linked to this standard.

> CHAPTERS

The standard is divided into 9 chapters presenting the standard requirements:

1. Eligibility: Core Principles and Values
2. Commitment to and Management of Corporate Social Responsibility Policy
3. Respect of Human Rights and Decent Working Conditions
4. Respect of the Environment
5. Local Development and Community Relation
6. Trading and Supply-chain relations
7. Empowerment
8. Traceability, Transparency and Respect of the Consumer
9. Managing Certification and Performance

> SUB-CHAPTERS

Each chapter is organised into sub-chapters corresponding to the standard principles. Each sub-chapter contains the criteria against which an operation will be assessed during the For Life audit as the basis for certification.

> REQUIREMENTS AND PERFORMANCE

The criteria are organised in the following way:

KO requirements	If not met, these jeopardize the certificate with immediate effect.
MUST requirements	If not met, rapid correction measures are expected. According to the criteria, MUST requirements must be met from Year 0 (e.g. before the initial audit), 1 (e.g. before first certification), 2, 3 or 4.
BONUS criteria	These are optional but enable the Operator to achieve better performance

Each criterion describes the norm for good practice (rating = 2), and is evaluated on a scale that can range from 0 to 4:

0	Very poor performance / not compliant at all
1	Not yet sufficient but already positive developments towards the norm for good practice
2	Defined as the norm for good practice
3	Voluntary performance higher than norm, beyond the norm for good practice
4	Exceptionally high performance; outstanding, far beyond the norm for good practice

Detailed information to understand the certification requirements and the rating system are included in the separate document *“For Life Certification Process”*.

› CONSIDERATION OF THE SIZE OF THE UNITS

Depending on the size of the units considered, the criteria may vary. One “unit” is defined as an independently owned and managed entity (e.g. a farm, a factory, etc.), and can thus be composed of more than one site. Therefore, if several sites are jointly managed by the same entity, they are aggregated to assess the size of the management unit.

Three size categories are used:

	Management units involved in raw material production (e.g. farms and, if applicable, their associated facilities)	Management units not involved in raw material production (e.g. factories, offices, etc.)
Small-sized units (S)	Hiring less than 5 permanent workers , and fewer than 25 workers anytime (e.g. incl. temporary / seasonal workers)	Hiring less than 10 permanent workers , and fewer than 25 workers anytime (e.g. incl. temporary / seasonal workers)
Medium-sized units (M)	Hiring less than 15 permanent workers , and fewer than 40 workers anytime (e.g. incl. temporary / seasonal workers)	Hiring less than 40 permanent workers , and fewer than 80 workers anytime (e.g. incl. temporary / seasonal workers)
Large-sized units (L)	Hiring 15 or more permanent workers , or 40 or more workers anytime (e.g. incl. temporary / seasonal workers)	Hiring 40 or more permanent workers , or 80 or more workers anytime (e.g. incl. temporary / seasonal workers)

› CONSIDERATION OF THE POSITION IN SUPPLY-CHAIN

Some requirements will be different depending on the position of the operation in the supply-chain (e.g. Producer Operation, Intermediate Trader, Brand Holder).

› CONSIDERATION OF THE ACTIVITY

If no processing or farming activities are performed at the unit / site level, some requirements may not apply.

› PRESENTATION OF THE CRITERIA

Each set of criteria is organised as follows:

Operations concerned		Specifies to which type of Operation these requirements are applicable, e.g. Producer Operation, Brand Holders, etc.							
Additional clarification		Gives details on the type of activities concerned (e.g. processing / farming, etc.).							
Level	Ref.	Key-words	Requirement	Clarification / Guidance	Max. Points	S	M	L	O
Indicates the type of requirement, e.g. KO, MUST Year 1, etc.	Reference number, e.g. Soc-1	Key-works / criteria title	Description of the norm for good practice (Rating = 2)	<i>Interpretation or further details</i>	Maximum number of Points, e.g. “4”	Define whether the criteria apply to all sizes of units (Small - S-, Medium -M- or Large -L-), or to some specific sizes only. It also indicates whether they apply to office premises (“O”) or not.			

TO READERS: To give you a better understanding of the links between the 2 schemes, you will see in the concerned chapters that we have identified the criteria with the below colour code:

- *Black font:* Common to both schemes
- *Blue font:* Specific to For Life
- *Green font:* Common to both schemes, but applicable to different types of operations according to the scheme

Scope and Supervision Systems

> CONCERNED SECTORS AND PRODUCTS

The For Life Standard is primarily intended to certify companies. As an option, products can also be certified.

Applicants must be involved in production, processing or trade of either:

- Natural products (crops, wild plants, livestock products, beekeeping products, aquaculture, sea salt);
- Handicraft (the used materials may vary, but can never come from endangered species; non-recycled metallic materials; leather treated with harmful products; parts of archaeological or historical monuments)

As an option, and under specific conditions, the following product groups can be certified under the scheme:

- Food products
- Cosmetic and beauty products
- Textiles
- Detergents
- Home perfumes
- Artisanal products

Note that restrictions apply to two specific sectors:

- *Industrial textile, that must be certified GOTS or ERTS*
- *Aquaculture, that must be certified according to a recognized environmental standard*

More details in section 4.0 “Other Proofs of Environmental Compliance”.

> WHO MUST BE CERTIFIED?

For product certification, two supervision systems (certification and registration) co-exist in the For Life Standard, depending on the position and role of the company / organisation in the supply chain:

- Key operations must be **certified**, i.e. subject to regular physical audits: Producer Operations; Brand Holders
- Non-key operations must be **registered***, i.e. exempted regular from physical audits: Subcontractors; Intermediate traders

***Depending on risk / activity levels, certification of some non-key operations may be requested.**

The ‘*For Life certification process*’ document outlines each supervision system, its implications in terms of control modalities, as well as possible exemptions.

Reference to Other Standards

Requirements regarding fundamental rights for workers are based on the ILO core conventions.

The Standard adopts a recognition approach towards other existing certification schemes, wherever the latter cover the same overall principles of social and environmental good practices and the control measures applied are comparable.

Reference is made to the following standards:

- ILO international conventions
- FLO Fairtrade standards
- Fair Trade USA standards
- Fair Wild standards
- Small Producers' Symbol standard (SPP)
- Evaluation systems based on ISO 26000 guidelines
- SA 8000 standards
- ETI Base Codes
- Rainforest Alliance Sustainable Agriculture Standards
- UTZ standard
- National and European organic regulations
- GLOBALGAP
- Global Organic Textile Standard (GOTS)
- Cosmetic Organic Standard (COSMOS)



1. ELIGIBILITY: CORE VALUES AND STRATEGIES

This chapter contains all of the eligibility criteria that define the conditions to be respected before an application can be accepted. These criteria will be checked:

- Before formalizing the contract with the Control Body (CB);
- During the initial audit, in order to crosscheck the information and to confirm the eligibility;
- During surveillance audits, particularly if there are some changes in terms of project setting / company governance (e.g. sale to a foreign group, etc.).

The intent is to ensure that companies / organisations have a genuine interest for and commitment to ethical objectives. Particular attention will be given to large transnational companies.

1.1. Ethical Values

Principle: Before its application can be accepted, the Operation must demonstrate its adhesion to social, environmental and ethical values at corporate level.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 0	ELIG-1	Coherent commitment	The commitment of the applicant in an ethical certification is consistent with its existing values and strategies.	<i>The applicant will submit a brief description of its company / organization's values / strategies with regard to Social and Environmental Responsibility, and, if existing, his Corporate Social Responsibility policy.</i>	2	X	X	X	X
MUST Year 0	ELIG-2	Ethics - Company level	Applicant company/organization has not been accused and/or found responsible (with material information / evidence, including subpoena) for substantial ethical or environmental violations in the past 10 years.	<i>Substantial ethical or environmental violations: Land grabbing, frauds, corruption, ecosystem destruction, human right violations, clearly unethical business practices, etc. For deforestation, see also Env-69. If any accusations, the sources, severity of accusations, responses, will be evaluated in detail.</i>	2	X	X	X	X
		Ethics - Corporate Group level	If applicant is part of a corporate group:						
MUST Year 0	ELIG-3	a)	Its affiliated companies (Holding / owner companies, own subsidiaries, sister companies) have not been accused and/or found responsible for any substantial ethical or environmental violations in the past 10 years.	<i>Substantial ethical or environmental violations: Land grabbing, frauds, corruption, ecosystem destruction, human right violations... If any accusations, the sources, severity of accusations, responses, will be evaluated in detail.</i>	2	X	X	X	X
MUST Year 0	ELIG-4	b)	There are no indications that claims with regard to the concerned certified operations will be misused for "ethical" claims on group or group subsidiary level.		2	X	X	X	X
MUST Year 0	ELIG-5	c)	If the group company hires more than 2000 employees worldwide, it has a record of high standards and good reputation with regard to social responsibility and environmental stewardship.		2	X	X	X	X



2.COMMITMENT TO CORPORATE SOCIAL RESPONSIBILITY POLICY

This chapter presents the commitments that companies / organisations shall take on concrete social, environmental, improvement objectives, and the way they shall interact, collaborate and share with regard to those commitments. Such commitments can be included in specific policies, or can be part of existing policies or other internal rules and procedures.

The subsequent chapters (3 to 9) of the Standard will address the implementation and the follow-up of these general commitments / objectives.

2.1. CSR Policy

Principle: The Operation defines and communicates its general commitment to Corporate Social Responsibility.

Operations concerned			FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	POL-1	Social Responsibility Policy	There is written Social Responsibility Policy, signed by top management, covering the following key commitments: - Long-term commitment to comply with national labour laws and with For Life certification requirements and to continuous improvement within these requirements; - A summary of the rights and responsibilities of the management and workers with regards to basic workers' rights, conditions of employment, living conditions (if applicable), basic services, occupational health and safety, training opportunities and community relations; - Producer Operations: If applicable, additional commitments with regards to contracts with producers, pricing, rights of indigenous people, etc.		3	X	X	X	X
MUST Year 4	POL-2	Discussion with internal stakeholders	The policy has been developed (and is being updated) in discussion with internal stakeholders: workers (at least workers' representatives), top management, and, if applicable, producers (at least producers' representatives).		4	X	X	X	X
MUST Year 3	POL-3	Internal communication	The policy and the commitment to externally certified Social Responsibility performance is accessible in a comprehensive way to all personnel, including executives, supervisors and, if applicable, to all producers.		3	X	X	X	X
MUST Year 1	POL-4	Management changes	Workers are informed on any plans for changes in management activities or organisational structure with potentially significant social, environmental and economic effects. In such situations, the employer strives to mitigate adverse effects on workers as far as possible.		3			X	X
MUST Year 4	POL-5	External communication	The Operation maintains good open communication with the local community and other external stakeholders (NGO, clients, suppliers, etc.) and informs them of important new developments. This can be done through public information on their activities, made available to them.		4			X	X
BONUS	POL-6	Promoter of CSR	The Operation plays a role as promoter of CSR: sharing CSR values, including through membership in promotion organisations, attendance of relevant fairs or meetings, consumer information, etc.		4	X	X	X	X

2.2. Ethical Sourcing Policy

Principle: The Operation defines an ethical sourcing policy to have a better control over the upstream steps of its supply chains, and select and work with suppliers respecting sustainable development principles.

Operations concerned			FL: All operations						
Additional clarifications			The below criteria apply to Producer Operations only in the case where they are purchasing ingredients from other entities than those covered by their ICS.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	POL-7	Ethical sourcing policy	An Ethical / Responsible Sourcing Policy has been defined, for sourcing with respect for people and the environment. This policy lays down: - the main rules to follow in order to choose suppliers and to develop supply chains according to responsible criteria. - commitments over the long-term and development objectives for responsible procurement and better monitoring of social and environmental compliance of suppliers (seeking direct purchases to Producer Operations, seeking human-sized supplying companies / organizations, maximizing certified purchases -Fair Trade/ORGANIC/other CSR scheme...).	<i>This is a specific policy and/or procurement procedure that has been formally established. Part of the policy can also be included in the research and development policy of the company (development of supply chains). N/A if Operation is a Producer Operation who is not buying from other separate entities</i>	4	X	X	X	X



3. RESPECT OF HUMAN RIGHTS AND DECENT WORKING CONDITIONS

While ensuring that basic human rights are respected, this section also aims at ensuring that the working conditions at the Operations do not jeopardise the individual development of the people involved. On the contrary, efforts are made to improve their well-being at all levels: working hours, health and safety, fair wages and benefits, worker-management dialogue, etc.

Sections 3.1 to 3.4 are based on the eight ILO Fundamental Conventions:

1. Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)
2. Right to Organise and Collective Bargaining Convention, 1949 (No. 98)
3. Forced Labour Convention, 1930 (No. 29)
4. Abolition of Forced Labour Convention, 1957 (No. 105)
5. Minimum Age Convention, 1973 (No. 138)
6. Worst Forms of Child Labour Convention, 1999 (No. 182)
7. Equal Remuneration Convention, 1951 (No. 100)
8. Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

In sections 4.5 to 4.11, other references to specific additional ILO conventions are made and specified for the concerned requirements.

3.1. Forced Labour

Principle: There is no forced or bonded labour in line with ILO Convention 29 and 105.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
		Forced labour	There is no indication of any kind of forced labour, including contemporary forms of slavery, debt bondage and human trafficking:	<p><i>According to ILO fundamental convention No 29, forced or compulsory labour is defined as "all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily."</i></p> <p><i>This includes (non-exhaustive list):</i></p> <ul style="list-style-type: none"> - human trafficking, slave / prison labour - restriction of workers' freedom of movement - retention of salary / benefits / property - storage of identity papers / important documents as condition for employment - deposits or bonds to force workers to remain / accumulated debt - control of bank accounts - threats of denunciation to immigration authorities 					
KO	SOC-1	a)	The employer does not retain original legal workers' documents (e.g. identity card) nor part of workers' salary, benefits, etc.		2	X	X	X	X
KO	SOC-2	b)	Workers are free to leave their work after an appropriate notice period, as specified in their contract.		2	X	X	X	X
KO	SOC-3	c)	Family and dependents of workers are not obliged to also work with the worker, they are free to seek employment elsewhere (without deductions from main worker).		3		X	X	X
KO	SOC-4	d)	Employment is never linked to the fulfilling of an obligation or debt of a third party. Large loans to workers (disproportional to their income) do not interfere with their freedom to terminate their contract.		3		X	X	X
KO	SOC-5	e)	There is no indication of any other form of forced labour (see guidance).		2	X	X	X	X

3.2. Freedom of Association and Collective Bargaining

Principle: Workers have the right to organise themselves and bargain collectively.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-6	Information	Workers' right to organise is effectively communicated to the workers. Workers are aware that they are free to organise in associations of their preference, without any negative repercussions, or reprisal from the employer towards them.	<i>It is recommended that this right is informed in writing, e.g. in the Social policy of the organisation -that is a public document-, or in employee handbook.</i>	3		X	X	X
KO	SOC-7	Discrimination workers promoting association	There is no discrimination, intimidation or punishment against workers who promote association or unionisation of workers.		4	X	X	X	X
MUST Year 1	SOC-8	Disencouraging unionisation	If workers wish to unionise, the employer does not take unpermitted measures to discourage them (e.g. anti-union consultant for 1:1 meetings with workers, individual talks to workers about unionisation, prohibition that independent trade unions visit the facility or talk to workers).		3		X	X	X
MUST Year 1	SOC-9	Workers organization allowed	Associative activities and collective bargaining of workers are allowed, and, if workers wish so, there is an active workers' organisation or trade union that discusses working conditions, compliance with legal obligations and addresses workers grievances together with the management (e.g. through scheduled / regular meetings between workers' organisation and management, with mutual signed minutes).	<i>"Workers organisation" refers to any organisation of workers for furthering and defending the rights and interests of workers. The most common active workers organisations are the independent trade unions, but other forms or organisations are also welcomed for FFL certified operations. Workers organisations can play an important role in ensuring workers' rights and interests are respected and may also help dialogue and regular communication between management and workers.</i>	4		X	X	X
MUST Year 2	SOC-10	Meetings of workers	There is no indication that employer obstructs or controls worker representatives' meetings during working hours. The management attends workers meetings only if invited by the workers.		4		X	X	X
MUST Year 1	SOC-11	Legal restrictions	If the law limits the right to freedom of association and to collective negotiation, the employer shall allow the workers to freely elect their own representatives.		3		X	X	X
MUST Year 2	SOC-12	Grievances procedures - Information	There is a written document outlining a fair and appropriate grievance procedure, available to the workers, e.g. in employee handbook or on notice board.		3		X	X	X
KO	SOC-13	Workers grievances respected	Workers who follow the grievance procedure are not disciplined, intimidated or discriminated against, their rights are protected in writing (e.g. in grievance policy or procedure).	<i>A company with an established and well working grievance procedure may require workers to use the internal mechanisms first before informing the certification body.</i>	2		X	X	X
MUST Year 1	SOC-14	Workers informing certification body	Workers who inform the Fair for Life certification body on labour related problems are not discriminated, intimidated or penalised.		3	X	X	X	X
MUST Year 4	SOC-15	Internal communication	The management encourages and supports workers' feedbacks and suggestions for improvement even beyond grievance (e.g. suggestion box, open discussion culture where workers do not feel intimidated to raise their concerns).	<i>As a result of this attitude from management, there is adequate interaction and understanding between employer and workers and a positive working atmosphere.</i>	3		X	X	X

3.3. Child Labour and Protection of Young Workers

Principle: Children and young workers are protected.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
KO	SOC-16	Children employed	No children under 15 years are EMPLOYED as workers.		4	X	X	X	X
KO	SOC-17	Children of contracted workers	No work is carried out by CHILDREN OF CONTRACTED WORKERS.		2	X	X	X	X
MUST Year 1	SOC-18	Rehabilitation policy	If a child has been employed in the past, the Operation shall set a rehabilitation policy in order to ensure that the child is educated until he/she is no longer a child, by definition.		2	X	X	X	X
KO	SOC-19	Young workers tasks	Young workers (between 15 and 18 years) do not engage in work at night or that is dangerous to their health, safety or personal development. The tasks they carry out are appropriate to their age.		2	X	X	X	X
KO	SOC-20	Young workers education	Working hours of young workers do not interfere with their education; normal school attendance is ensured.	<i>These criteria are applicable to young workers being contracted, or working in their own family production activities (see SOC-22)</i>	3	X	X	X	X
KO	SOC-21	Young workers hours	Young workers (15-18 years) do not work regularly more than 8 hours / day. The accumulated time for school, work and transport is less than 10 hours / day.		3	X	X	X	X

Operations concerned			Producer Operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-22	Help from child under 12	Children under 12 years HELPING in their FAMILY's production activity do only occasionally, very light and appropriate work for less than 2 hours / day. These activities do not compromise their school attendance.	<i>"Family production activities" are either: - work on farms owned / rented / sharecropped by the family - collection activities performed by the family - handicraft/processing activities performed by the family In some cultural contexts, particularly in the farming sector, it is usual that some work is done in a collective manner, as a community: all the farmers are today at Farm A, and tomorrow at the neighbouring Farm B. In these cases, each family goes to the other farm with the same members that participated in their own farm, children included. This task would be considered also as "family work".</i>	4	X	X	X	
MUST Year 1	SOC-23	Help from child 12-15	Children between 12 and 15 HELPING in their FAMILY's production activity do not do any SUBSTANTIAL work, and less than approximately 3 hours / day. The work is non-hazardous, it is appropriate to their age and it does not compromise their school attendance.		3	X	X	X	

3.4. Equal Treatment and Opportunities

Principle: The Operation ensures equal and respectful treatment of all workers in all matters.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
KO	SOC-24	Discrimination	There is no systematic discrimination against workers (based on gender, race, colour, sexual orientation, diseases, disability, marital status, age, religion, political affiliation, caste, social background, ethnic and national origin, nationality, or any other personal characteristics), for recruitment, promotion, access to training, remuneration, task allocation, termination of employment, retirement. Specific criteria exist for membership in worker organizations including unions, see sub-chapter "Freedom of Association and Collective Bargaining".	<i>Nevertheless, "positive discrimination" to overcome entrenched discrimination practices in the society can be useful in some settings and may be accepted if permitted by law and until entrenched discrimination has been overcome. In case of discrimination entrenched in cultural norms or traditions, companies shall have proactive policies and programmes aimed at distributing opportunities more equally.</i>	4	X	X	X	X
MUST Year 2	SOC-25	Sexual harassment	Behaviour that is sexually coercive, threatening, abusive or exploitative is not tolerated. Any cases of sexual harassment are followed up by management and resolved within a reasonable time frame.	<i>In order to ensure the safety and dignity of workers, management should promote a culture of respect and zero tolerance for mistreatment and degrading attitudes or behaviour. Incidents of sexual harassment should be dealt with promptly and effectively, leaving no doubt about the willingness of management to discipline violators in a way that would deter future incidents.</i>	3	X	X	X	X
MUST Year 2	SOC-26	Sexual harassment - Complaint mechanism	There is a discreet complaint mechanism with an appropriate key person to hear workers' concerns with regard to sexual harassment; counsellors are adequately trained.		3			X	X
MUST Year 2	SOC-27	Pregnancy protected	Pregnant workers enjoy all protection as legally required by national law. They are not dismissed for reasons related to pregnancy or child birth. No pregnancy test or birth control are requested.		4	X	X	X	X
BONUS	SOC-28	Flexible working conditions	The employer has especially well adapted working conditions for mothers and fathers with young children (e.g. part time positions, flexible hours, child care support, etc.).		4			X	X
BONUS	SOC-29	Disadvantaged groups - Especial opportunities	The employer creates employment, special training opportunities or especially adapted work places for particularly disadvantaged / discriminated groups, e.g. persons with disabilities.		4			X	X
BONUS	SOC-30	Disadvantaged workers - Improvement working conditions	If some workers are clearly marginalised, they are included in the social development plan of the company (or in the Social Policy) in order to gradually improve their livelihood.		3		X	X	X

3.5. Disciplinary Practices

Principle: Disciplinary measures are fair, adequate and do not violate human rights.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
KO	SOC-31	Harsh or inhuman treatment	There is no indication that the employer is involved, supports or accepts any practice against human dignity and human rights (corporal punishment, physical or mental coercion, verbal violence, bullying).	<i>For the specific case of sexual harassment, see SOC-25.</i>	2	X	X	X	X
MUST Year 2	SOC-32	Disciplinary practices	Disciplinary practices are fair and transparent. There is no excessive disciplinary action.		3	X	X	X	X
MUST Year 1	SOC-33	Disciplinary practices - Deductions from wages	Deductions from wages as a disciplinary measure are never done.		2	X	X	X	X
MUST Year 2	SOC-34	Strong disciplinary practices exceptional	Other strong disciplinary measures e.g. work ban for limited time, are only done in extreme cases, documented and reasonable in relation to the mistake or offence committed by the worker.		2	X	X	X	X

3.6. Health and Safety

Principle: A safe and hygienic working environment is provided, through adequate management of health and safety issues adapted to the sector's specific hazards.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-35	H&S policy	A written Health and Safety policy exists, which is made known to the workers.	<i>This policy shall contain as a minimum:</i> <ul style="list-style-type: none"> - Health and Safety Policy statement - Definition of roles and responsibilities for health and safety - Health and safety training - Risk management, including information about risks / hazards - Monitoring and recording system 	3		X	X	
MUST Year 1	SOC-36	H&S risk analysis	A risk analysis of health and safety hazards is regularly done.		3		X	X	
MUST Year 1	SOC-37	Risk areas identified	Risk areas and potential hazards are clearly identified with signs in local language and / or pictorially.		4		X	X	
MUST Year 1	SOC-38	Workers' awareness H&S risks	Workers and management are informed and adequately trained on occupational health and safety risk management (as appropriate for their duties). Trainings are regular and recorded, and are repeated for all new or reassigned workers and management.		4	X	X	X	

MUST Year 1	SOC-39	Specific training for high-risk work	Any workers carrying out high risk activities (fork lift, chemical handling, and hazardous machinery) have undergone adequate, documented training. Training is renewed as required.	<i>Additional criteria apply to farms where agrochemicals are handled. See section 4.6.</i>	3	X	X	X	
MUST Year 1	SOC-40	Health monitoring high-risk work	Workers who carry out or have carried out activities identified to be dangerous or with high health risks are eligible to annual health examination paid by the employer. Workers get access to the examination results and are assigned to other activities if they are unfit for present duties.	<i>Mainly risks related to the handling of hazardous chemicals, but also any other having being identified as high risk activity during the risk assessment.</i>	3		X	X	
KO	SOC-41	Vulnerable workers	Pregnant women, nursing mothers and young persons are excluded from potentially hazardous work including handling of chemicals. They are offered alternative work.		3	X	X	X	
MUST Year 4 or BONUS	SOC-42	Safety officer / staff	<i>Medium Unit: Bonus Large Unit: Year 4</i> An assigned person is trained as a safety officer with sufficient qualification and management powers.		3		X	X	
KO	SOC-43	Safe work	A safe and healthy workplace is provided and appropriate measures are taken to avoid any accidents or health problems directly or indirectly related to work, and to any dangers specific to the activity (see guidance).	<i>In particular, dangerous machines and equipment have safety measures in place and the mobile parts are protected, protective barriers are erected where required.</i> <i>In assessment of whether the measures taken are sufficient to guarantee a safe working environment, Fair for Life favours a risk-based approach, i.e. larger factories with many workers or any particularly hazardous industry type will be expected to have better developed and more formal procedures and safety measures in place than smaller, low-risk operations.</i>	4	X	X	X	
MUST Year 1 or 2	SOC-44	PPE - Provision and use	<i>Small Unit: Year 2 Medium Unit, Large Unit: Year 1</i> Workers are duly protected from any identified risk factor. Personal Protection Equipments - PPEs (or special work clothes and gears, as applicable) are provided to the workers (as appropriate to the tasks, and for all critical / hazardous work).	<i>Personal protective equipment (PPE). Specialized clothing or equipment worn by employees for protection against health and safety hazards. It is designed to protect many parts of the body, i.e., eyes, head, face, hands, feet, and ears. It includes all protection gears from noise, dust, light, exposition to chemicals, etc. PPEs should have the same quality for all category of workers that are exposed to the same type of risk.</i>	2	X	X	X	
MUST Year 1	SOC-45	PPE - Training	All workers are trained in effective use of PPE and use the equipment consistently.		2	X	X	X	
MUST Year 4 or BONUS	SOC-46	Changing rooms	<i>Medium Unit: Bonus Large Unit: Year 4</i> In cases where it is necessary for workers to change their clothing when commencing or ceasing work, private changing rooms or other locked facilities for the changing and storage of clothing are provided and properly maintained.		2		X	X	

MUST Year 2	SOC-47	Washing facilities if toxic substances	If workers handle toxic substances, separate changing areas and washing facilities are available; clothes / gears worn during application / handling of toxic substances are not taken home for washing.		2		X	X		
MUST Year 1	SOC-48	Storage chemicals	If chemicals are used, there are separate, well-locked and clearly identified storage areas, with restricted access.	<i>Additional criteria apply to farms where agrochemicals are handled. See section 4.6.</i>	2	X	X	X		
MUST Year 3	SOC-49	Light, temperature, ventilation	Light, temperature and ventilation conditions in indoor workplaces and buildings are adequate. <i>(see Guidance)</i> .	<i>According to ILO Recommendation R097, 1.1: (c) adequate and suitable lighting, natural or artificial, or both, is provided; (d) suitable atmospheric conditions are maintained so as to avoid insufficient air supply and movement, vitiated air, harmful draughts, sudden variations in temperature, and, so far as is practicable, excessive humidity, excessive heat or cold, and objectionable odours.</i>	3	X	X	X	X	
MUST Year 1	SOC-50	Access to potable water	Access to safe drinking water is provided, free of charge.		4	X	X	X	X	
MUST Year 2	SOC-51	Toilet facilities	Free, unrestricted access to clean toilet facilities, in adequate numbers (as required by law), separated by gender, is provided.		2	X	X	X	X	
MUST Year 4	SOC-52	Facilities food	Clean and adequate facilities for the workers to consume food of their choice OR fairly priced canteen are provided.		4		X	X	X	
MUST Year 1 or Year 3	SOC-53	Accommodation	<i>Small Unit: Year 3 Medium Unit, Large Unit: Year 1</i> If accommodation for workers is provided, it is adequate, clean and safe according to local standards <i>(see Guidance)</i> , at reasonable costs.	<i>Adequate accommodation: hygienic and healthy conditions (dry, day light access, appropriate lighting, ventilated / heated, clean sanitary facilities approximately 1 per 15 workers, sufficient space per person, dignified sleeping structures); some privacy ensured and storage of personal belongings possible; access to laundry place and kitchen facilities if necessary.</i>	4	X	X	X	X	
MUST Year 1	SOC-54	Fire protection system	There is a fire protection system in place, appropriate to the size and the nature of the activity <i>(see Guidance)</i> .	<i>Appropriate system: - appropriate fire equipment, regularly inspected and operational; - alarm system; - known fire procedures; - for over 50 workers: adequate number of fire detectors, fire drills at least once a year or more if required by law.</i>	3		X	X	X	
MUST Year 1	SOC-55	Emergency procedures large and medium units	Emergency procedures are in place and known by workers (e.g. written / signposted instructions).		3		X	X	X	
MUST Year 1	SOC-56	Emergency procedures small units	Small units operating in a high-risk context define emergency procedures which are known by all staff (even if not written).		3	X			X	

MUST Year 1	SOC-57	Emergency exits	Emergency exits are unobstructed and clearly identified, door can be opened from the inside at any time by any worker. Sufficient for quick and safe evacuation in an emergency.		3		X	X	
MUST Year 1 or 3	SOC-58	First aid equipment	<i>Small Unit: Year 3</i> <i>Medium Unit, Large Unit: Year 1</i> Adequately stocked first aid equipment, with clear instructions for use. Emergency medical care (as relevant for potential accidents) is available on site or close to workplace.		3	X	X	X	
MUST Year 4	SOC-59	First aid staff	Well-trained first aid staff appointed and always present during working hours.		3			X	
MUST Year 1	SOC-60	Accidents at work	There are no excessive accidents nor work related health problems that are disproportional to the activity. When an accident occurs, appropriate risk reduction is in place and improvements are implemented.		4		X	X	X
MUST Year 2	SOC-61	Accidents at work - Records	Accidents at work and work related sicknesses are recorded and adequately followed-up.		3		X	X	
MUST Year 1 or Year 4	SOC-62	Accidents at work - Insurance	<i>Large-sized units: Year 1</i> <i>Medium-sized units: Year 4</i> In cases of work related accidents / illnesses the company provides insurance coverage OR pays all the costs.		4		X	X	

3.7. Employment Contracts and Conditions

Principle: The relationship between employer and workers is well defined and efforts are taken to create a positive working atmosphere.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-63	Terms of employment workers	The employment conditions for ALL hired workers (job position, wage, benefits if any, working times, leave entitlement, housing, or any other applicable conditions) are clearly defined, in a manner understandable to the workers, even if not written. Workers are aware of their duties and rights.	<i>Ideally, this is defined for each worker in a written employment contract, which is signed by the employer and worker; a copy is given to the worker. Alternatively only worker specific details such as position, tenure (with related sickness and paid leave allowance) and wages are given in a contract or similar document, while additional information, which is applicable to all workers, is published in separate general documents (e.g. employment manual, openly displayed working regulations, Collective Bargaining Agreement CBA, etc.).</i>	3	X	X		X
MUST Year 2 or 3	SOC-64	Contract / agreement	<i>Medium Unit: Year 3 Large Unit: Year 2</i> There is a system of written contracts / clear agreements on employment conditions (job position, wage, benefits if any, working times, leave entitlement, housing, or any other applicable conditions) for ALL workers. Workers are aware of their duties and rights.	<i>The register shall include all workers employed in current calendar year - for new applicants the list must include all workers employed in 6 months prior to first audit.</i>	3		X	X	X
MUST Year 1	SOC-65	Legal registration of workers	The employer has a complete register of ALL workers employed or contracted.	<i>The legal registration of workers will ensure that they all have legal social security and recognized rights. Wherever provident / pension / social security fund subscription is available, it can be accepted as 'registration' with the concerned government agency.</i>	3		X	X	X
MUST Year 1	SOC-66	Legal registration of workers	All workers who work for more than 2 months per year are legally registered if required by law.		3		X	X	X

3.8. Wages

Principle: Workers receive a fair remuneration and are paid at least a wage that allows them to meet basic needs and have some discretionary income.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-67	Legal minimum wages permanent workers	The wages paid to ALL workers are equal or higher than the official minimum wages or official industry benchmark standards whichever is higher. This principle is also respected and applied for work paid by task.	<i>This criterion is applicable for permanent and for temporary workers. In case of payment-per-production, the income of average production day without overtime shall be calculated.</i>	4	X	X	X	X
BONUS	SOC-68	Incentives, bonus	Incentives, bonus or allowances are given to workers according to a transparent and fair system.		4		X	X	X
BONUS	SOC-69	Ownership schemes	There are some worker ownership schemes, according to a transparent system in which workers can earn shares of the company they work for and profit from good results.		4		X	X	X
MUST Year 3	SOC-70	Living wages	The wages (including existing social benefits, in kind benefits and bonuses) paid to ALL workers meet their basic needs, even in single parent families (if any), including discretionary income OR wages are in line with living wage estimations (if available). <i>In case of doubt, the operation must provide basic needs wage estimations. See guidance text for the definition of "living wage".</i>	<i>This criterion is applicable for permanent and for temporary workers. A living wage is an income enabling a person to cover the basic needs of half an average sized family. Basic needs include essential expenses such as Food; Clean drinking water; Clothes; Shelter; Transport; Education; A discretionary income / savings; Energy / fuel; Legally mandated social benefits. Basic needs are calculated on the basis of local prices.</i>	4		X	X	X
BONUS	SOC-71	Equity	The ratio between top management salary and wages of lowest paid worker category is between 12:1 and 6:1.		4	X	X	X	X
MUST Year 2	SOC-72	Remuneration training time	Training sessions, time lost due to machine stoppage and other events beyond the control of the worker are paid at the normal daily rate for permanent workers.		3		X	X	
MUST Year 2	SOC-73	Payment in kind	If accommodation or other in kind remuneration is offered, workers can freely choose the type of remuneration preferred (e.g. cash instead of housing).		2		X	X	
MUST Year 1	SOC-74	Fair housing prices	Deductions for housing are in line with the generally prevailing local prices.		4		X	X	
MUST Year 1	SOC-75	Regular payment	Payments are done regularly (at least monthly) and paid at a fixed schedule.		2	X	X	X	X
MUST Year 2 or 3	SOC-76	Payment slips	<i>Small and medium-sized Unit: Year 3 Large Unit: Year 2</i> For each payment, workers receive payment slips containing particulars of wages (actual earnings as well as any deductions and contributions to social benefits) in an understandable manner.		2		X	X	X

3.9. Social Security and Social Benefits

Principle: The Operation supports adequate schemes to promote workers' social security and welfare.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
			Even if not required by law, employers must provide their workers access to adequate schemes to support the workers' social security and welfare such as a retirement plan / provident fund, health insurance / medical care, paid sick leave and maternity leave.						
MUST Year 3	SOC-77	Retirement permanent	Basic coverage for retirement is guaranteed for permanent workers: the employer pays contributions into a private or governmental fund.		4		X	X	X
BONUS	SOC-78	Retirement temporary	Basic coverage for retirement is guaranteed for temporary workers.	<i>Benefits may be proportioned according to the time worked.</i>	4		X	X	X
MUST Year 4	SOC-79	Disability	ALL workers are provided with a basic coverage / insurance for permanent disability or death.		4		X	X	X
MUST Year 3	SOC-80	Maternity	Basic maternity coverage for permanent workers (at least 8 weeks) is guaranteed.		4	X	X	X	X
MUST Year 2	SOC-81	Medical or Health Insurance	Health insurance and/or care are provided to workers, including in case of non-work related sickness: - Health insurance is guaranteed for all permanent workers, - Health insurance is guaranteed for temporary workers OR the employer provides them with a good health service.		4		X	X	X
BONUS	SOC-82	Unemployment insurance	Unemployment insurance or compensation for loss of work is provided to permanent workers.		4		X	X	X
MUST Year 1	SOC-83	Paid sick leave permanent	Paid sick leave for PERMANENT workers is granted as per local legislation and in any case at least 5 paid sick days per year are granted.		4	X	X	X	X
MUST Year 4	SOC-84	Paid sick leave temporary	Temporary workers who work for the company more than 3 months / year consecutively get a suitable sick pay allowance.		4	X	X	X	X
BONUS	SOC-85	Extra social benefits	Extra social benefits beyond the above mentioned benefits such as e.g. extra leave days (e.g. for wedding, bereavement, moving houses), paternity leave, death insurance, membership to a private retirement fund, etc.		4		X	X	X
BONUS	SOC-86	Extra support services	Extra support services for workers such as e.g. subsidised child care, transportation to work, educational fund for workers' children, support of worker in private hardship situations, fund for workers' children, free work clothing etc.		4		X	X	X

3.10. Working Hours and Paid Leaves

Principle: Working hours are not excessive and workers get paid national holiday and annual leave.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-87	Normal working hours	Weekly working hours are, as a rule, in line with national labour legislation. Usual weekly working hours do not exceed 48 hours.		4	X	X	X	X
MUST Year 2	SOC-88	Registration working hours	The working hours and overtime are duly registered.		3		X	X	X
MUST Year 2	SOC-89	Voluntary overtime	Overtime is voluntary, it is not required regularly, and it is at least paid as extra time or time compensated.	<i>If workers sign out of free will to the company occasionally requesting overtime from them, this is considered acceptable practice as long as the workers are informed and made aware that neither their employment nor their employment conditions are dependent on their signing up for requested overtime. Workers must be able to sign out of this obligation at reasonably short notice and must effectively be free to deny overtime without being discriminated against.</i>	3	X	X	X	X
MUST Year 1	SOC-90	Maximum working time	Maximum working hours per week do not exceed 60 hours / week (including overtime).	<i>In agriculture and processing companies with a strong emphasis on seasonality, it may be acceptable that working hours and rest days during peak periods (less than 12 weeks a year) are averaged over an 8 weeks period with adequate rest days in between. This must be agreed beforehand with workers in an overtime agreement and the workers must be in favour of the system. Health and safety aspects must be carefully monitored.</i>	3	X	X	X	X
MUST Year 1	SOC-91	Rest time	Rest breaks and rest days, even during peak times: one day in every 7-day period is agreed and guaranteed. Adequate rest times during the day.	<i>This must be agreed beforehand with workers in an overtime agreement and the workers must be in favour of the system. Health and safety aspects must be carefully monitored.</i>	4	X	X	X	X
MUST Year 1	SOC-92	Working times on holidays	Working time or overtime on: - Sundays (or equivalent weekly rest day) - Statutory holidays - At night are remunerated at legally required premium rate. If such hours are time-compensated the respective premium rate is applied.	<i>If workers have the choice of adequate time compensation for working longer days instead of considering this time overtime, and if this practice is appreciated by the workers, then occasional longer working hours that are compensated by other days or accumulated to additional leave days are not considered overtime. Actual compensation must be proven.</i>	2	X	X	X	X

MUST Year 1	SOC-93	Night work women	If work is frequently done at night, adequate protection measures are in place in order to make it sure that the night workers safety is guaranteed (particularly for women, and including during transportation to and from workplaces). <i>See Guidance.</i>	<p><i>Night: 22:00-06:00, or as specifically defined in the country.</i></p> <p><i>According to Convention No. 171, all workers working during the night should be protected by specific measures, including:</i></p> <ul style="list-style-type: none"> - health protection (first-aid facilities, health checks); - maternity protection; - social services; - opportunities for occupational advancement; - additional compensation (hours of work, pay or similar benefits). <p><i>In some contexts, there is still a high risk of women being subject to abuses such as physical assault and, when working at night, they may be particularly vulnerable, especially during transport. In such a case, the employer shall organise the safe transportation of workers for the night shifts.</i></p>	2	X	X	X	X
BONUS	SOC-94	Flexibility in working hours	There is some degree of flexibility in the working hours to enable workers to reconcile their personal life with their professional life (part-time work, flexible hours, assistance with childcare, etc.).		4		X	X	X
MUST Year 1	SOC-95	Annual paid leave	Annual paid leave as specified by local legislation is granted.		4		X	X	X
BONUS	SOC-96	Annual paid leave temporary	Temporary workers get paid leave allowance in adequate proportion to their working time in the company and overall attendance performance.		4		X	X	X
MUST Year 1	SOC-97	Paid leave permanent	Workers have the right to spend statutory holidays off work and receive their normal daily wages if holiday is on a regular working day.		4		X	X	X

3.11. Regular Employment

Principle: The Operation strives to provide regular employment.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	SOC-98	Difference permanent - temporary	There are no substantial differences with regard to wages, working conditions and/or social benefits between permanent and temporary workers (for work of equal value).		3		X	X	X
MUST Year 2	SOC-99	Difference permanent - temporary	If there are substantial differences between permanent and "regular temporary" workers (see guidance), a plan for gradual improvement is in place and followed.	<i>A "regular temporary worker" is a worker who basically works all the year with the organisation, but is not</i>	2		X	X	X

MUST Year 3	SOC-100	Benefits regular temporary workers	Regular temporary workers are employed with all core benefits of permanent workers: such as regular work guaranteed, social security payments, sick-days / paid leave entitlements and others; may be salaried or paid on daily wage.	<i>categorised as a permanent worker mainly because he/she works for a reduced number of hours, often not fixed (i.e. a temporary worker who works only one or two days per week / per month).</i>	4		X	X	X
MUST Year 1	SOC-101	Regular work	No indication that the employer seeks to avoid providing regular employment and fails to meet his legal obligations (for example, payment of social security) by relying on subcontracting, working from home, or apprenticeships.		3		X	X	X
MUST Year 1	SOC-102	Sub-contracting	Where some workers are hired through labour contractors: - working conditions of workers employed through the labour contractor are basically the same as for directly contracted workers for similar tasks; - there are clear agreements on working conditions between the employer and the labour contractor; - working and employment conditions of workers employed by the labour contractor are supervised by the Operation (see guidance).	<i>Internal supervision level required: - Verification of contracts (existence of written documents and content) - Verification of employment and working conditions (including social security and benefits, safety and health at work...) - Interview to sub-contracted workers (crosschecking agreements vs real working conditions)</i> <i>Note that any labour contractor may be audited by the CB and must permit an audit to take place if requested.</i>	3		X	X	X
MUST Year 1	SOC-103	Migrant workers	When migrant workers are recruited, there is a prior written agreement that specifies the terms of employment (see SOC-63) as well as: • duration of employment • quality and cost of housing to be provided • food costs • trip expenses (including visa, if relevant) and safety • terms of repatriation should the recruited worker become unfit to work for reasons which may not be ascribed to him/her • implication of breach of contract by either party The agreement is written in a manner understandable to the worker.	<i>A migrant worker has not already migrated or settled in the region before having contact with the employer. He can be either domestic or international.</i>	3	X	X	X	X

3.12. Human Resources Development

Principle: The Operation encourages its workers' continuous or professional training.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
BONUS	SOC-104	Training by employer	Good continuous on-the-job training is offered by the employer.		4		X	X	X



4. RESPECT OF THE ENVIRONMENT

This section aims at ensuring that the Operations strive to minimise the environmental impact of their own activity. The requirements will differ depending of the activity (primary production, processing, sale and resale).

Section 4.0 refers to other environmental certification schemes that can / must be considered in the process.

4.0. Consideration of Context and of Other Environmental Certifications

› CONSIDERATION OF CONTEXT

As a general policy, the control of this chapter will take into account the different concerned sectors, countries and local contexts.

Operations must abide by the applicable environmental legal obligations, at both the national or local level (e.g. protected areas, etc.). If such legal obligations go beyond the standard requirement, those legal obligations apply.

› ORGANIC CERTIFICATION

ORGANIC certification (national or international organic farming regulations checked by authorized / licensed CB) is not compulsory but is highly encouraged:

- 1) If all the products / sites considered in the certification scope are certified organic
 - The Operations will be assigned maximum rating (4) to the below criteria ENV-0:

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
BONUS	ENV-0	Organic certification	The operation is certified organic for all the products / sites considered in the certification.		4	X	X	X	

- They will be assigned maximum rating to all applicable criteria of parts 4.1 “Used Chemicals” and 4.6 “Farming and Collection Practices”
- 2) If only part of the products / sites considered in the certification scope are certified organic:
 - The Operations will be assigned rating 3 to the above criteria ENV-0
 - The control of the applicable criteria of parts 4.1 “Used Chemicals” and 4.6 “Farming and Collection Practices” will be performed, but will be focused only on the products / sites that are not certified organic

› OTHER CERTIFICATES

Other environmental certifications can be considered:

COSMOS, GOTS or ERTS certificates → Parts 4.1 “Used Chemicals”, 4.8 “Packaging” and 4.9 “Animal testing” considered as non-applicable because already covered by these certificates.

“GAP” certificates (UTZ Certified; Rainforest Alliance; Global Gap Crops; Global GAP Livestock; Global GAP Aquaculture Certificate or ASC Certificate) → Part 4.6 “Farming and Collection Practices” considered as non-applicable because already covered by these certificates.

› PARTICULAR CASE OF AQUACULTURE AND TEXTILE INDUSTRY:

These two particular sectors present specific environmental risks. In such sectors, the following certificates will be COMPULSORY:

1. Aquaculture production: Organic Certificate; Global GAP Aquaculture Certificate; ASC Certificate
2. Industrial textile processing (as opposed to artisanal textile): GOTS certificate or ERTS certificate

4.1. Used Chemicals

Principle: The Operation does not use chemical products known to be particularly harmful for the environment or the people, and demonstrates efforts to explore more ecological alternatives.

Operations concerned			All operations						
Additional clarifications:			The below criteria apply to farming and processing, e.g. include any post-harvest treatments.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	ENV-1	List of Agrochemicals	There is an up-to-date list of Agrochemicals (incl. insecticides, herbicides, fungicides) used in the Operation.	<i>For Producer Groups, this is a central register for all producers.</i>	4	X	X	X	
KO	ENV-2	Legally allowed	Agrochemicals used are legally allowed for use within the country / territory in which the crop is grown and in compliance with residue tolerance requirements of the importing country.		4	X	X	X	
KO	ENV-3	Category 1	None of the chemicals listed in Category 1 of the Fair for Life List of Prohibited Materials are used on crops. No exception will be possible.	<i>This list is currently undergoing review, based on: - All pesticides banned by EU or US EPA, - FAO / UNEP Prior informed consent procedure lists (Rotterdam Convention), incl. all Pesticide Action Network Dirty Dozen, - Persistent Organic Pollutants (Stockholm Convention) - Benchmark of other Fair Trade or Responsible standards (FLO, RFA, UTZ)</i>	4	X	X	X	
KO	ENV-4	Category 2	None of the chemicals listed in Category 2 of the Fair for Life List of Prohibited Materials are used on crops. <i>See Guidance text for possible exceptions.</i>	<i>In the list, some chemicals will be identified as Category 2. If the producer can demonstrate that no other technically or economically viable alternatives are available, and that infestation would have significant economic consequences, exceptional permission might be requested for these chemicals under the following conditions: - strictly supervised implementation including all due safety procedures to minimise exposure AND - written plan for reduction and elimination of use within 3 years.</i>	4	X	X	X	
MUST Year 2	ENV-5	Reduction Plan	The Operation sets quantitative targets for the reduction of the use of synthetic agrochemicals, and their progressive replacement by inputs authorized in Organic farming (see guidance).	<i>Examples of quantitative targets: - kg of active ingredient / year / hectare: reduction of 25% after 5 years - Number of synthetic agrochemicals replaced by inputs authorized in Organic farming: 1 every 3 years</i>	4	X	X	X	
MUST Year 3	ENV-6	Follow-up	The Producer Operation respects and re-evaluates these quantitative targets, and can justify any significant discrepancies from targets.		4	X	X	X	

4.2. Water Conservation

Principle: The Operation takes care to ensure rational use of water and to minimise its consumption.

Operations concerned			All operations						
Additional clarifications:			The below criteria apply to processing activities using water and to farming activities using irrigation.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	ENV-7	Overview of water usage	The Operation knows at least roughly the source and quantity of all surface and ground water directly and / or indirectly used. Concessions / permits are available if required.		4	X	X	X	
MUST Year 3	ENV-8	Water conservation practices	Adequate water use practices and rational use of water; no apparent waste of water, e.g. through very inappropriate irrigation techniques, ineffective use in processing, or other loss of water.		4	X	X	X	

4.3. Energy Management and Climate Change

Principle: The Operation strives to mitigate climate change. Energy consumption is monitored and renewable energy sources are sought.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	ENV-9	Overview	The Operation is able to roughly quantify the electricity and fuel consumption associated with its production.		4	X	X	X	X
MUST Year 3	ENV-10	Minimising electricity consumption	Electricity is not apparently wasted and reasonable efforts to minimise overall consumption are made (see guidance).	<i>Examples of good practices: lights and machines are turned off after use, rational use of air-conditioning, new machines / facilities are optimised with regard to energy efficiency</i>	4	X	X	X	X
MUST Year 3	ENV-11	Minimising fuel consumption	Adequate fuel saving practices are implemented (see Guidance).	<i>Examples of good practices: for new machines also fuel consumption considered in purchase decisions; minimising car / truck / tractor trips around operation, optimised operation schemes in factories, adequate temperature setting if heating / cooling required)</i>	4	X	X	X	X
BONUS	ENV-12	Renewable energy sources	Adequate efforts to increase percentage of renewable (own biogas from by products, solar, water, wind, etc.) and / or sustainably harvested energy sources and low carbon energy sources (e.g. natural gas instead of coal) are made.		4	X	X	X	X

BONUS	ENV-13	Further efforts	Additional efforts are made to reduce greenhouse gas emissions, adapted to the impacts of the activity (see guidance).	<p><i>All activities: freight optimization (rationalization, pooling, alternatives to air transport and road-only transport), information on energy management and climate change, reduction of the emissions from employees (professional travels / commuting journeys), choice of suppliers, etc.</i></p> <p><i>Farms: optimized livestock management, no burning of grassland / bushland, build-up of organic soil fertility, appropriate composting methods, appropriate animal manure management (collection, storage, spreading) and efforts to reduce or avoid fertilisers that use nitric acid or ammonium bicarbonate.</i></p>	4	X	X	X	X

4.4. Gaseous and Liquid Waste Management

Principle: Contamination of groundwater and surface water bodies as well as air pollution is minimised.

Operations concerned			All operations						
Additional clarifications:			The below criteria only apply to production / processing activities using water or generating gaseous emissions for production purposes. This includes farms using irrigation.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	ENV-14	Waste water treatment	Waste water (processing waste water, farm waste water) is treated in an appropriate manner, with no substantial risk to environment or people.		4	X	X	X	X
MUST Year 3	ENV-15	Natural water bodies	When water is discharged into natural water bodies, the water discharged has physical and biochemical characteristics that do not degrade the receiving water body, and does not include organic or inorganic solids.		4	X	X	X	X
MUST Year 1	ENV-16	Drinking water	There are specific measures in place to ensure that waste water does not contaminate drinking water sources.		4	X	X	X	X
MUST Year 4	ENV-17	Air pollution	Efforts adapted to the activity and to the local possibilities are made in order to minimise and monitor air pollution impacts (e.g. good air filters, use of better fuels).		4		X	X	X

4.5. Waste Management

Principle: Waste is reduced and managed responsibly with adequate efforts to compost and recycle.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	ENV-18	Waste management system	An integrated waste management (clean operation, waste production, collection and disposal is handled in an organised way) for continuous improvement is in place. This includes: - The identification of the different types of wastes generated, and associated procedures for waste disposal - Adequate trainings of workers and producers OR detailed information about waste management and reduction		4	X	X	X	X
MUST Year 4	ENV-19	Practices	Adequate efforts are made for composting, recycling and waste reduction.		4	X	X	X	X
MUST Year 3	ENV-20	Hazardous Waste	There are designated locked areas for the storage of hazardous waste, at least 200 m from water bodies.		2	X	X	X	X
MUST Year 3	ENV-21	Waste disposal	Waste disposal is made by the municipality OR, if this permitted by the applicable legislation, by the operation itself (burial of waste or proper incineration that minimises impact on the environment and on human health).		4	X	X	X	X

4.6. Farming and Collection Practices

Principle: The Producer Operation respects good farming / collection practices:

- Crop Production: implements Integrated Pest Management techniques and soil conservation measures, and safe procedures for agrochemical handling;
- Livestock: ensures the well-being of the animals;
- Collection / harvest: ensures that practices do not have a negative impact on the ecosystem.

Operations Concerned			All Producer Operations - CROP PRODUCTION						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 3	ENV-22	Assistance on IPM	Assistance for the implementation of an Integrated Pest Management (IPM) system adapted to the local context has been received (see guidance).	<i>Assistance can be provided:</i> - through official advisory services, - through an external adviser with official qualifications - through adequate trainings and access to IPM technical literature / tools	2	X	X	X	
MUST Year 1	ENV-23	Plans and records	Producers plan and document the pest management methods and materials used, including: - prevention measures - observation measures - chemical and non-chemical intervention measures.	<i>Prevention measures: crop rotation, variety selection, etc.</i> <i>Observation measures: pest identification, pest trapping, scouting, etc.</i> <i>Intervention measures: mechanical /physical control, biological control (natural enemies), natural products, chemical products, etc.</i>	2		X	X	

MUST Year 3	ENV-24	Record on agrochemicals use	There are good records about the use of pesticides, fungicide and herbicide agrochemicals. <i>See details in Guidance text.</i>	<p><i>Following records are requested as a minimum:</i></p> <ul style="list-style-type: none"> - product name - active ingredients - area - application rates and dates - methods used (sprayed etc.) - person applying the product - reason for the application 	3	X	X	X	
MUST Year 3	ENV-25	IPM - Insecticides and fungicides	The farm can demonstrate that insecticides and fungicides are only applied when needed, by following IPM methods.		4	X	X	X	
MUST Year 1	ENV-26	IPM - Herbicides	Hand or mechanical weeding and mulching are used as a first practice to reduce weeds. If herbicides are used, it is only done upon written justification and with proven efforts to reduce / eliminate their application.		3	X	X	X	
MUST Year 3	ENV-27	Adequate training	Assistance for the implementation of soil conservation techniques adapted to the local context has been received (see guidance).	<p><i>Assistance can be provided on basic agronomic principles of soil management, irrigation practices, groundcover, application of fertilizers corresponding to the nutrients needs of the crop, building / maintaining soil fertility and crop rotation (as applicable):</i></p> <ul style="list-style-type: none"> - through official advisory services, - through an external adviser with official qualifications - through adequate trainings and access to technical literature / tools 	3	X	X	X	
MUST Year 3	ENV-28	Record on inputs use	There are good records about the use of fertilizers and soil amendments. <i>See details in Guidance text.</i>	<p><i>Following records are requested as a minimum:</i></p> <ul style="list-style-type: none"> - product name - area - application rates and dates - methods used (sprayed etc.) - person applying the product 	3	X	X	X	
MUST Year 1	ENV-29	Plans and records	Producers plan and document the soil management methods and materials used, including synthetic fertilisers, fertilisers of biological origin, micro-organisms, compost and compost teas and any other soil additives.		2	X	X	X	
MUST Year 1	ENV-30	Types of fertilisers	Synthetic fertilisers are not used as the sole measure for maintaining soil fertility.		4	X	X	X	
MUST Year 2	ENV-31	Soil conservation	Adequate basic soil conservation and erosion control practices: <ul style="list-style-type: none"> - Soil erosion problems and concerned areas directly related to the agricultural production are identified - Adequate measures are taken to monitor these problems: groundcover, planted hedges, crop residues, etc. 		4	X	X	X	
MUST Year 2	ENV-32	Soil fertility management	Adequate overall soil fertility management to ensure long term productivity (crop rotation, use of leguminous crops, observation of soil life and structure).		4	X	X	X	

Operations Concerned			Producer Operations - CROP PRODUCTION						
Other scope explanations:			The following criteria come in complement to the general Health and Safety measures described in section 3.6. They aim to ensure adequate and SAFE HANDLING, STORAGE AND APPLICATION OF AGROCHEMICALS, with minimised risks to the environment and people.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1 or 2	ENV-33	Responsible person	<i>Small Unit: Year 2</i> <i>Medium Unit, Large Unit: Year 1</i> The person responsible for the storage and the supervision of workers handling pesticides has adequate and up-to-date training / knowledge in agrochemical handling.		3	X	X	X	
MUST Year 1 or 2	ENV-34	Training safe handling	<i>Small Unit: Year 2</i> <i>Medium Unit, Large Unit: Year 1</i> Workers handling pesticides are trained regularly by qualified staff and are aware of safe handling procedures (e.g. mixing of agrochemicals).		3	X	X	X	
MUST Year 1	ENV-35	Transportation and storage of agrochemicals	During transportation and storage, agrochemicals are kept in their original package with complete label and safety information, safe / careful transport procedures.		2	X	X	X	
		Agrochemical storage LU & MU	In large and medium-sized farms, the following criteria apply to agrochemical storage:						
MUST Year 1	ENV-36	a)	Agrochemical storage is safe and it is in compliance with local and national building codes and guidelines OR alternatively (in case such codes and guidelines do not exist) the buildings have to fulfil the following minimum requirements: sufficient ventilation, impermeable floor (e.g. concrete), secure doors and windows.		3		X	X	
MUST Year 1	ENV-37	b)	Agrochemical storage buildings are not located in areas subject to flooding or ecologically sensitive areas (exceptions are only possible if storage facilities meet complete containment performance standards).		2		X	X	
MUST Year 1	ENV-38	c)	Emergency equipment at agrochemicals storages (and any places where agrochemicals are being mixed): adequate and accessible emergency equipment is available (e.g. sawdust and sand for spills, boxes to repack leaking containers, fire extinguisher, water supply, emergency kit for eyes, posted emergency procedures).		2		X	X	
MUST Year 1	ENV-39	d)	Agrochemical storages are clearly indicated and labelled. Storages are locked and only trained / authorized personnel has access to them.		2		X	X	
MUST Year 1	ENV-40	Agrochemical storage SU	In small-sized farms, the storage is adequately safe for people and environment; toxic agrochemicals are never stored in living quarters, access is restricted.		3	X			
MUST Year 4	ENV-41	Stock inventory records	Stock inventory records of agrochemicals are kept, including date, quantity, type of pesticide, and intended use.		2		X	X	

MUST Year 1	ENV-42	Labelling of sprayed fields / re-entry times	After spraying pesticides on the fields, areas where agrochemicals have been applied are signalled clearly in an understandable way for the workers (e.g. local language, by pictograms) and minimum re-entry intervals as specified in the instruction are respected.		2	X	X	X	
MUST Year 1	ENV-43	Application methods	Adequate pesticide application methods are practised. <i>See details in Guidance text.</i>	<i>Adequate pesticide application includes at least:</i> - adequate machines / tools for efficient application, - adequately calibrated machines / tools, - timing of application optimized with regard to weather conditions (wind) and crop requirements in order to reduce the environmental impact to a minimum. - preparation / mixing done in a way to minimise contamination.	3	X	X	X	
MUST Year 1	ENV-44	Rinsing application equipment	Water from rinsing application equipment is discharged properly, minimising negative environmental impact and preventing contamination of open water bodies.		2	X	X	X	
MUST Year 1	ENV-45	Aerial spraying	No aerial spraying is carried out. <i>See Guidance text for exceptions for fungicide application in inaccessible areas.</i>	<i>Aerial spraying could be exceptionally allowed only:</i> - with clear justification for the use (mainly accepted for inaccessible areas) - for fungicide application only, AND - never over open water bodies or residential areas.	2		X	X	
MUST Year 1	ENV-46	Buffer zones	The Operation has established buffer zones to prevent any negative environmental impact from its activity on: - Protected areas - Water bodies and drinking water sources - Areas of daily human activity - Other cultivated areas where no/less pesticides are used	<i>Buffer zone: no cultivation, no agrochemical application, no waste disposal.</i> <i>Adequate distance to be determined based on risk analysis (agrochemicals used / areas to be protected).</i>	4	X	X	X	
MUST Year 1	ENV-47	Disposal agrochemical containers	Used agrochemical containers are returned to the manufacturer or at official collection sites. Where not possible: empty containers are kept in locked areas, after having been rinsed at least three times and punctured, with rinsate water properly contained to prevent groundwater contamination.		2	X	X	X	

Operations concerned			Producer Operations - LIVESTOCK						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	ENV-48	Water and feed	Adequate access to fresh water and feed according to the needs of the animals. Herbivorous mammals' diet consists of more than 50% grass.		4	X	X	X	
MUST Year 1	ENV-49	Protection weather conditions	Animals are provided with sufficient fresh air, shelter and protection from sunlight, extreme temperature and rain.		4	X	X	X	
MUST Year 1	ENV-50	Outdoor areas	Animals have regular access to open air or grazing areas, when weather conditions permit it.		4	X	X	X	
MUST Year 1	ENV-51	Pain and mutilation	Suffering and mutilations (see guidance) must be kept to a minimum during the entire life of the animal, including at the time of slaughter.	<i>A list of exceptionally allowed mutilations is currently undergoing review, based on the organic EU regulation list.</i>	4	X	X	X	
MUST Year 1	ENV-52	Sufficient space	Animals have sufficient space to stand and move naturally, lie down easily, turn around, groom themselves and assume all natural postures and movements such as stretching, and wing flapping. Poultry and rabbits are not kept in cages.		4	X	X	X	
MUST Year 1	ENV-53	Health care and hygiene	Animal health care and hygiene: animals receive adequate health care and are regularly visited by a trained veterinarian; they do not suffer from untreated illnesses; diagnosis and treatments are fully documented.		4	X	X	X	
MUST Year 1	ENV-54	Antibiotics, Hormones and Amino-Acids	Antibiotics, Hormones and Amino-Acids are not used systematically (e.g. in food or as systematic injection) but only: - as a curative treatment - under justification - following veterinary control		3	X	X	X	
MUST Year 1	ENV-55	No isolation	Adequate maintenance of social structures by ensuring that herd animals are not kept in isolation from other animals of the same species (except isolation of animals with unusually aggressive behaviour or behaviour that endangers the safety of other herd animals, sick animals and those about to give birth).		4	X	X	X	
MUST Year 1	ENV-56	Food Autonomy	Farm or regional supply for animal food is favoured, in order to minimize dependency on external purchases.		4	X	X	X	X
MUST Year 1	ENV-57	Reproduction	Hormones used to control reproduction (e.g. induction or synchronization of oestrus) are prohibited, as well as cloning and embryo transfers.		3	X	X	X	X
MUST Year 1	ENV-58	Purchase of animals	Producers limit the purchase of live herbivorous animals for fattening and does so only under justification (generally to offset a loss on the farm). In any case, when purchasing a live animal for fattening, they make sure that the breeding conditions of the animal before his purchase were similar to those carried out at farm level.		2	X	X	X	X

Operations concerned			Producer Operations - COLLECTION						
Other scope explanations:			Collection can take place either in natural / semi-natural areas, or in cultivated fields. In any case, it does not involve any other work than the collection/harvest itself.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	ENV-59	Buffer Zones	The collection areas are at an appropriate distance away from sources of pollution or contamination by prohibited chemicals.	<i>Distance according to risk analysis. If no source of pollution or contamination: no buffer zone.</i>	3	X	X	X	X
MUST Year 1	ENV-60	Species identification	The species targeted for collection are clearly identified: their names (taxonomic, local and trade names) as well as their botanical descriptions are available.		3	X	X	X	X
MUST Year 1	ENV-61	Maps of collection areas	Maps identify collection areas and location of target species and populations.		3	X	X	X	X
MUST Year 2	ENV-62	Species resource assessment	There is a written baseline resource assessment of target species including adequate and practical: - resource inventory; - data on sustainable collection rate, defining the intensity and frequency of collection that enables the target species to regenerate over the long term. Simplified resource assessment (e.g. no formal resource assessment but reasonable local estimates of resource availability, sustainable yield and regeneration of the target species) can be applied under certain conditions (see guidance).	<i>Simplified resource assessment / collection instructions / monitoring system can be applied if: - The local staff has a good knowledge of the state of the resources and their sustainable management; - Only a very small percentage of population of the target species is collected within each collection area.</i>	4	X	X	X	X
MUST Year 3	ENV-63	Collection instructions	There are adequate collection instructions based on site and species specific assessments and monitoring, indicating: - collection sites; - harvest methods; - information on any sites excluded from collection; - maximum allowed collection quantities for each species / part of plant and for each collection area, in function of sustainable collection rate. Simplified instructions can be applied under certain conditions (see guidance).		3	X	X	X	X
MUST Year 3	ENV-64	Monitoring system	There is a monitoring system in place in order to ensure that sustainable collection rates are effectively applied. This monitoring system includes: - consolidated records on amounts harvested (quantities per area per year) - all information relevant to continued monitoring of long-term sustainability (e.g. age and size of plants collected if highly relevant). Simplified monitoring system can be applied under certain conditions (see guidance).		3	X	X	X	X
MUST Year 1	ENV-65	Regeneration rate	In practice, there are no indications that plant populations are declining, and that the collection frequency exceeds the rate of replacement of adult individuals.		3	X	X	X	X

4.7. Ecosystem Management, Biodiversity and Wildlife

Principle: Threatened or endangered species and habitats are protected and natural ecosystems are not destroyed. Biodiversity and wildlife are promoted.

Operations concerned			All operations						
Additional clarifications:			For processing or trade activities, the below criteria apply only if there are some natural / semi natural areas and/or endangered or rare habitats and species and/or aquatic ecosystems inside or adjacent to the operation.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1 or 3	ENV-66	Biodiversity Diagnosis	<p><i>Small Unit, Medium Unit: Year 3</i> <i>Large Unit: Year 1</i></p> <p>The operation has a good knowledge of: 1) the natural/semi natural areas of special ecological value inside or adjacent to the operation 2) the protected species of fauna and flora (see Guidance) and their habitats inside or adjacent to the operation 3) the existing or potential threats to their conservation</p>	<p><i>Rare, threatened, and endangered species are defined by the CITES, IUCN Red List and national red lists.</i></p>	4	X	X	X	X
MUST Year 1	ENV-67	Impacts on local protected species	<p>There is no evidence that operation has substantial negative impact on threatened or endangered species and / or habitats.</p>	<p>The operation practices do not have negative impacts on the ecological processes or functions important for local habitats. The long-term viability of the species' population is not affected.</p>	4	X	X	X	X
MUST Year 1	ENV-68	Use of protected species	<p>The Operation is not involved in: - hunting - collecting - processing - commercialization - trafficking of ALL or PART of wild animals / plants protected by the IUCN. Hunting and collecting can possibly be tolerated under certain conditions (see guidance).</p>	<p><i>Hunting and collecting protected wildlife are only tolerated if: - they are carried out for subsistence purposes - they do not involve species of precarious conservation status according to the IUCN (Critically endangered (CR); Endangered (EN) – Vulnerable (VU)). Commercialization of products from subsistence hunting is prohibited.</i></p>	3	X	X	X	X
KO	ENV-69	Deforesta- tion	<p>The Operation does not engage in any destruction or clearing of primary or old growth secondary forest. Any land which was made cultivable by clearing primary or secondary forests up to 10 years prior to application cannot be accepted for certified production.</p>		4	X	X	X	X
KO	ENV-70	Other valuable ecosystem conversion / destruction	<p>The Operation does not engage in destruction or conversion of other valuable natural or semi-natural ecosystems (see guidance) OR has taken sufficient compensatory ecosystem conservation action. Any destruction or conversion in the preceding 5 years before the application must be compensated by adequate ecosystem conservation practices.</p>	<p><i>Destruction/conversion activities are: › For land ecosystems: e.g. introduction of potentially invasive species; conversion of natural grass / bushland (or of other ecologically valuable areas) to agricultural land; › For aquatic ecosystems: e.g. adverse impact on regulation of water courses, water bodies or wetlands; destruction of benthic ecosystems through intensive aquaculture or fisheries; introduction of potentially invasive species into water bodies, pollution of rivers, etc.</i></p>	4	X	X	X	X

MUST Year 1	ENV-71	Land clearing	If there is some land clearing: - it is carried out in accordance with national / local legal requirements, with the assistance of an environmental expert; - compensation measures are taken; - no burning OR controlled small-scale burning only.		4	X	X	X	X
MUST Year 4	ENV-72	Promotion of biodiversity conservation measures	Measures are taken to maintain or, wherever possible, increase, biodiversity (diversity of habitats, flora, fauna, fungi and microorganisms) in and around the managed areas (<i>e.g. different crops, or different varieties of same crops; planting of indigenous non-target plant species</i>)		4	X	X	X	X

Operations concerned			Producer Operations - CROP PRODUCTION						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
KO	ENV-73	GMO	The propagation materials (seeds or planting stocks) used on the farms are not genetically modified, including those used for animal fodder.		3	X	X	X	X

4.8. Packaging

Principle: The Operation strives to reduce the environmental impact of packaging.

Operations concerned			All operations						
Additional clarifications:			The below criteria apply only to operations repacking products (e.g. companies who only do purchase / re-sale operations are not concerned).						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	ENV-74	Eco-friendly Packaging policy	The Operation strives to minimise the direct and indirect environmental impacts of packaging (see guidance)	<p><i>The operation has clear procedures AND/OR records showing that the packaging system is reviewed regularly in order to:</i></p> <ul style="list-style-type: none"> - minimise the amount of material used - maximise the amount of material that can be reused or recycled, and - use materials with recycled content where possible. 	4	X	X	X	X
MUST Year 4	ENV-75	Prohibited materials in packaging	<p>It is forbidden to use these materials in packaging of certified products:</p> <ul style="list-style-type: none"> - polyvinyl chloride (PVC) and other chlorinated plastics - polystyrene and other plastics containing styrene - materials or substances that contain, have been derived from, or manufactured using, genetically modified organisms. <p>It must be proven that these materials have not been used, for example by having written confirmation from the supplier.</p>	<p><i>It is recognised that there may need to be exceptions for specific technical purposes where no other materials can deliver the required properties. Applications for exceptions supported by technical dossiers will be considered.</i></p> <p><i>Common materials that can be used for any packaging: Any 100% natural materials; Wood; Glass; Paperboard; Aluminium; PE [Polyethylene]; PET [Poly(ethylene terephthalate)]; PP [Polypropylene]; PETG; [Poly(ethylene terephthalate) glycol]; PLA [Polylactic acid] (non GMO).</i></p>	2	X	X	X	X

4.9. Animal Testing

Principle: Testing the products on animals is forbidden.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	ENV-76	Animal testing	The Operation does not test its products on animals nor does it require others to do so.		4	X	X	X	X



5. LOCAL DEVELOPMENT AND COMMUNITY RELATIONS

In addition to the fulfilment of the criteria previously described in Chapters 3 and 4, relating to the operations' responsibility towards their internal stakeholders (workers, producers) and their surrounding environment, this chapter is related to their responsibility towards the local society. It aims at ensuring that Operations are legitimate and that they play a positive role in their local economy and community.

5.1. Legitimate Use Rights

Principle: The Operation has a legitimate right to land use and legal tenure.

Operations concerned			FFL: Producer Operations; FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	LOC-1	Legal rights	The Operation holds valid, legal and undisputed land use and tenure rights (including resource use rights such as water use). If there are any disputes, they are handled responsibly.		3	X	X	X	X

5.2. Use of Biodiversity and Traditional Knowledge

Principle: If relevant, efforts are taken to ensure the use of biodiversity and traditional knowledge is recognized, transparently negotiated with local peoples and adequately compensated.

Operations concerned			FFL: Producer Operations; FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	LOC-2	Unresolved disputes	There are no unresolved disputes related to the commercial use of biodiversity and traditional knowledge OR all such disputes have been resolved in a transparent and mutually beneficial way, based upon written agreements including prior informed consent and mutually agreed terms.		3	X	X	X	X
MUST Year 2	LOC-3	Use of traditional knowledge	Commercial use of traditional knowledge is recognized, promoted and adequately compensated.		2	X	X	X	X

5.3. Contributions to Local Development

Principle: The Operation plays a positive role in the sustainable development of the region in which it operates, and strives to make positive social and cultural contributions in the local setting.

Operations concerned			FFL: Producer Operations; FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	LOC-4	Local employment	The Operation provides significant job opportunities for people from nearby local areas; If present workforce is not local, local employment should be positively encouraged (positive discrimination) for all new employment.		4	X	X	X	X
BONUS	LOC-5	Marginalised groups areas	The Operation provides some employment to marginalised groups or provides employment in a region that generally lacks employment opportunities.		4	X	X	X	X
BONUS	LOC-6	Social projects	The Operation supports the local communities through its engagement in social projects (e.g. support of school or local health services, scholarship programmes).		4	X	X	X	X
BONUS	LOC-7	Environmental projects	The Operation supports the local communities through its engagement in environmental projects (e.g. supporting development of local recycling programme, composting programmes, training of local farmers in organic production, etc.).		4	X	X	X	X
BONUS	LOC-8	Awareness on Social Responsibility	The Operation is active in creating awareness, educating and training in Social Responsibility (including environmental protection / sustainable use of natural resources).		4	X	X	X	X
MUST Year 1	LOC-9	Sustainable practices	The Operation's overall activities and efforts in the local community are in line with sustainable principles, and do not have a negative impact on local / indigenous communities, on the environment or on local sustainable development (lobbying for weaker environmental legislation, promotion of unsustainable practices, etc.).	<i>See also Elig-2 and Elig-3.</i>	4	X	X	X	X



6. TRADING AND SUPPLY-CHAIN RELATIONS

This section aims at describing the basic requirements that FL traders shall implement in order to select and work with their suppliers (in coherence with their ethical sourcing policy), and those to be respected by Producer Operations towards their own suppliers.

6.1. Suppliers' Ethical Assessment

Principle: The Ethical Sourcing Policy is implemented through adequate mechanisms to assess and select suppliers based on social and environmental criteria.

Operations concerned			FL: All operations						
Additional clarifications:			The below criteria apply to Producer Operations only in the case where they are purchasing ingredients from other entities than those covered by their ICS.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	TRAD-1	Suppliers' selection	The Operation selects its suppliers based on social and environmental conditions.	<i>These aspects shall be checked with the submission of examples of contracts, agreements, questionnaires, standards, etc., where the Operation asks the suppliers a commitment to respect decent working conditions and environmental basic principles.</i>	4	X	X	X	X
MUST Year 3	TRAD-2	Monitoring System	The Operation has developed a monitoring system in order to identify critical suppliers, which are: - strategic suppliers (turnover / specific product, etc.) And - in need of specific support / cooperation in the social or environmental fields (mainly: high risk operations / country).		4	X	X	X	X
MUST Year 4	TRAD-3	Visits and Exchanges	The operation provides adequate support to the identified critical suppliers, by means adapted to the risks (see guidance).	<i>The Operation shall adapt the type of exchange and their frequency according to how critical the situation is: audits / visits / meetings / regular emails / technical documentation or guidance, etc. focused on CSR improvement.</i>	4	X	X	X	X

6.2. Timely and Reliable Payment

Principle: Producers are paid in a convenient, timely and well documented way.

Operations concerned:			Producer Operations						
Additional clarifications:			The below criteria only apply to Producer Groups, or in any other case where the Producer Operation is in relation with various producers.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	TRAD-19	Immediate Payment	Producers are paid within 10 days of delivery.		3	X	X	X	X
MUST Year 2	TRAD-20	Payment records	Payments to producers are clearly recorded (name, purchase date, product name, volume, price received).		3	X	X	X	X

6.3. Pricing

Principle: Clear rules for producer price setting are defined, and producer prices allow them to continue production.

Operations concerned			Producer Operations						
Additional clarifications:			The below criteria only apply to Producer Groups, or in any other case where the Producer Operation is in relation with various producers.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	TRAD-21	Pricing rules	There are rules / defined mechanisms on how prices paid to the producers are fixed. These rules, and their updates, are communicated to all producers.		4	X	X	X	X
MUST Year 2	TRAD-22	Grading procedures	Quality requirement and grading procedures (quality premium, organic premium) are clearly defined, and guarantee a standard price for the same quality.		3	X	X	X	X
MUST Year 3	TRAD-23	Deductions	Deductions for inputs supplied and/or service provided by the Producer Operation correspond to market prices.		3	X	X	X	X

6.4. Additional Requirements for Processor and Artisan Groups

Principle: The group operation ensures that sound social and environmental practices are implemented at the level of its suppliers of raw materials.

Operations concerned			FL: Producer Operations						
Additional clarifications:			The below criteria only apply to Producer Groups, or in any other case where the Producer Operation is in relation with various producers.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	TRAD-24	Producer Prices	<p>Producer prices:</p> <ul style="list-style-type: none"> - cover at least basic costs of production and allow producers to continue production (see guidance) - are in line with existing market and local prices 	<p><i>Materials / tools used for production, inputs and labour (including all family labour), typical costs for land (if applicable), in an ideally efficient production unit of a typical size.</i></p>	4	X	X	X	X

Operations concerned			Artisan Producer Operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	TRAD-39	Overview sourcing	The group operation records all the necessary elements required for having a comprehensive overview of raw material sourcing: origin of raw materials (areas / entities) and how they are being produced / processed.		2	X	X	X	X
MUST Year 1	TRAD-40	Type of raw materials	<p>The Operation makes sure that it does not handle raw materials that are coming from:</p> <ul style="list-style-type: none"> - any endangered species; - metallic materials produced for the sole purpose of creating the object (i.e. if metals are used, they shall be recycled); - archaeological or historical monuments; - leather treated using products which are highly harmful for people or for the environment. 		2	X	X	X	X
MUST Year 2	TRAD-41	Commercial supplier	Any commercial supplier (see guidance) that supplies more than 50% of its production to the processing group as raw material demonstrates decent working conditions, through Social Responsibility certification or other accepted proof of decent working conditions. If not possible because not accepted by supplier, restrictions may be imposed on product labelling.	<p><i>Commercial supplier: legal entity with legal rights and duties (such as a company, cooperative, corporation, etc.).</i></p>	4	X	X	X	X
MUST Year 2	TRAD-42	Local producers	Producers of all locally sourced agricultural or wild collection raw materials are to a basic extent integrated into the groups' Fair Trade operation and relevant social and environmental risks in the production process are monitored (integration in the Operation's ICS).		3	X	X	X	X



7. EMPOWERMENT

This section is related, in the context of “Producer Group” Operations, to the actions lead in order to support the individual producers involved in the primary production of the product so that they can take more initiatives and responsibilities. Particular attention will be given to the representation and support to the least advantaged producers. Depending on the contexts (already formally organised producers, informal structure, no organisation), the expected strengthening actions will differ.

Reminder: As per the standard’s glossary, a “Producer Group” does not correspond to settings where the Producer Operation effectively manages, in terms of human resources, different farms (e.g. if a company owns and manages two farms).

7.1. Representation of producers' interests in the group

Principle: The group Operation encourages and supports interaction and exchange with the Producers.

Operations concerned			Producer Operations						
Additional clarifications:			The below criteria only apply to Producer Groups, or in any other case where the Producer Operation is in relation with various producers.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
		Representa- tion mechanisms	The Producer Operation supports mechanisms enabling interaction and exchange with / between producers, adequate representation of producers' interests in key business / development decisions and negotiations. The Producer Operation must support one or a combination of the 3 below mechanisms:						
MUST Year 2	EMP-1	a)	Where there is a producer representation organisation with democratic structure already in place, producers are informed and participate in all key business decisions through an annual, well announced general assembly with voting rights for all members.	<i>This can be the case of formal producer cooperatives selling collectively the products of their members, or, in contexts of "contract production", of formal producer associations acting as a democratic representative bodies.</i>	4	X	X	X	X
MUST Year 2	EMP-2	b)	If, in some settings, a classic democratic structure (as described above - EMP-2-a) is not the organisational form of choice for producers, alternative transparent mechanisms to elect / nominate representatives may be accepted. In such case, the group must demonstrate how every representative is selected in a transparent way.		3	X	X	X	X
MUST Year 2	EMP-3	c)	In the case of very scattered individual producers with very limited communication with fellow producers in the group and hence very low practicability of a joint representation, improved communication channels between producers and Producer Operation will be favoured, e.g. by means of open discussions during extension visits with feedback to management, discussions in small nucleus groups, joint trainings, etc.		4	X	X	X	X
MUST Year 3	EMP-4	Effective representa- tion	Regardless of the mechanism used (see above), the producers' interests are effectively represented, with regular meetings, interactions and participation. If this is not the case, a development plan must be presented and if necessary external experts must be included to support group development with positive participatory methods.		4	X	X	X	X
MUST Year 4	EMP-5	Sense of belonging	There are efforts made to promote group feeling: regular meetings / exchanges between producers in group / sub-groups / village centres, etc.		4	X	X	X	X

7.2. Supporting the Least Advantaged in the group

Principle: Access to the group does not contribute to discrimination, and, on the contrary, the group favours disadvantaged sub-groups.

Operations concerned			Producer Operations						
Additional clarifications:			The below criteria only apply to Producer Groups, or in any other case where the Producer Operation is in relation with various producers.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	EMP-6	Equal access	Rules on membership / access to Producer Operation do not set out any discrimination in terms of participation, voting rights, access to markets, training, technical support or to any other advantage related to membership / partnership with Producer Operation.		2	X	X	X	X
MUST Year 1	EMP-7	Disadvantaged groups' discrimination	In practice, there are no obstacles to the participation and membership of minority groups and economically disadvantaged groups.		2	X	X	X	X
MUST Year 4	EMP-8	Disadvantaged groups' empowerment	Appropriate programs are set up to improve the social and economic position of disadvantaged groups within the Producer Operation or associated communities, and to facilitate their participation and representation within decision-making bodies.		4	X	X	X	X
MUST Year 1	EMP-9	Women's discrimination	In practice, there are no obstacles to the participation and membership of women within the Producer Group.		2	X	X	X	X
MUST Year 4	EMP-10	Women's empowerment	Appropriate programs are set up to improve the social and economic position of women within the Producer Group or associated communities, and to facilitate their participation and representation within decision-making bodies.		4	X	X	X	X



8. TRACEABILITY, TRANSPARENCY AND RESPECT OF THE CONSUMER

This section aims at describing the different actions held, at each level in the supply chain, so that the final consumer of the product is not misled. These actions include:

- the respect of traceability,
- the respect of meaningful composition rules, and of clear labelling rules,
- the non-inclusion, in the products, of ingredients known to be harmful for the consumer's health or the ecosystems.

Sub-chapters 8.2 to 8.4 apply only to operations having chosen the product certification option.

8.1. Marketing and Advertising Techniques

Principle: Honest marketing and advertising techniques are used.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	CONS-1	Marketing & advertising techniques	The Operation uses honest marketing and advertising techniques and does not provide misleading information about its activities and achievements with regard to the scope of the certification.	<i>Public communication materials referring explicitly to the Scheme and CB shall be sent to CB for prior approval.</i>	3	X	X	X	X

8.2. Traceability

Principle: For Life products are traceable and are kept separate from any non-certified products at all stages of production and handling.

Operations concerned			All operations						
Additional clarifications			The below criteria apply only to FL Operations having chosen to certify FL products						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	CONS-2	No commingling	The certified products are not commingled with any non-certified products during handling, processing, storage or sales and are fully traceable from purchase to sales.		2	X	X	X	X
MUST Year 1	CONS-3	Traceability	The flow of products is fully traceable from the reception of the certified products until their dispatch.						
MUST Year 1	CONS-4	Packaging	All products sold as certified according to the Standard are packed in a way that the content cannot be replaced without manipulation or destruction of the packaging.		2	X	X	X	X
MUST Year 1	CONS-5	Final consumer labels	Any final consumer labels have been approved by the Certification Body and comply with the labelling rules and restrictions indicated in Annex I.	<i>See Annex I.</i>	2	X	X	X	X
MUST Year 1	CONS-6	Invoices	The certification status of the product/service is clearly mentioned on invoices and delivery orders.		2	X	X	X	X

Operations concerned			All operations						
Additional clarifications			The below criteria apply only to FL Operations having chosen to certify FL products and receiving certified products from other separately certified entities.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
		Suppliers' conformity	The compliance of suppliers and of the ingredients supplied is proved by sufficient guarantees:						
MUST Year 1	CONS-7	a)	- Confirmation of valid registration or valid certification document (see guidance)	- For Life certificate - For Life registration confirmation - In case of Other Schemes' producers or traders: Fair Trade certificate or identification number (such as FLO-ID) and check of certification status on other scheme website + confirmation of FL recognition (see Annex IV)	2	X	X	X	X
MUST Year 1	CONS-8	b)	- Reference of certified status on invoice, labels (or accompanying documents) and delivery notes	<i>This can be dealt with by a mention such as "For Life certified", with a clear link with the certified products. Final consumer labels: see CONS-05</i>	2	X	X	X	X
		Subcontractors' conformity	The compliance of subcontractors and of their activities is proved by sufficient guarantees:						
MUST Year 2	CONS-9	a)	- Confirmation of valid registration or valid certification document	<i>Simplified registration process for low activity (less than 10%) / low risk: in this case registration can be done during audit of contractor, through submission of adequate proofs that traceability and social & environmental aspects are adequately monitored</i>	2	X	X	X	X
MUST Year 1	CONS-10	b)	- Reference of certified status on invoice, labels (or accompanying documents) and delivery notes	<i>This can be dealt with by a mention such as "Fair for Life Fair Trade certified", with a clear link with the concerned services. Final consumer labels: see CONS-05</i>	2	X	X	X	X

8.3. Minimum Thresholds of Certified Ingredients

Principle: Product composition rules described in Annex I are respected.

Operations concerned			All operations						
Additional clarifications			The below criteria apply only to FL Operations having chosen to certify FL products						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	CONS-11	Composition sheets	If any multi-ingredient product is to be certified: there are complete recipe sheets or composition tables and the certification status of each ingredient is known.		2	X	X	X	X
MUST Year 1	CONS-12	Composition thresholds	Minimum thresholds of fair trade ingredients presented in Annex I have been verified for each multi-ingredient product.	<i>For handicraft products, the Fair Trade content will be calculated on a case by case basis, depending on the used raw materials (see criterion TRAD-41).</i>	2	X	X	X	X

8.4. Other Ingredients

Principle: The Operation proposes certified products that are as natural as possible. The characteristics of the non-certified ingredients are in line with the standard principles of environmental sustainability and respect for the consumer.

Operations concerned			All operations						
Additional clarifications			The below criteria apply only to FL Operations having chosen to certify FL products						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	CONS-14	GMO	The Operation does not add ingredients that are GMOs to the certified ingredient(s).	<i>This will be proven through a declaration that the original plants used in the non-Fair Trade ingredients have not been genetically modified.</i>	4	X	X	X	X
MUST Year 4	CONS-15	Processing aids and additives in food	The use of processing aids and additives in the certified food products is limited.		4	X	X	X	X
MUST Year 4	CONS-16	Preservatives in Cosmetics	The use of synthetic preservatives in cosmetics is limited. No parabens, MIT (Methylisothiazolinone) and EDTA (Ethylenediaminetetraacetic acid) are used.		3	X	X	X	X



9. MANAGING CERTIFICATION AND PERFORMANCE

This part explains how companies / organisations shall adapt their functioning in order to manage the compliance of operations and products, and to gradually improve their performance.

For all operations, this includes a good preparation of external audits, and transparency with the CB prior to and during the audit.

For Producer Operations, this is done through the implementation of an Internal Monitoring System, i.e. the implementation of a regular internal monitoring, adjusted to the risks of the activities under the scope of the certification.

9.1. Conditions of External Audits

Principle: The Operation provides access to information, adequate persons and premises. It is aware of the applicable standard requirements.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	MAN-1	Contact person	The Standard coordinator (or his representative) is present during the audit.	<i>Standard coordinator = Primary contact appointed by the operation for any certification issue related to the Standard implementation.</i>	2	X	X	X	X
MUST Year 1	MAN-2	Free Access	The auditor has unrestricted access to all premises, documentation and is free to interview the staff.		2	X	X	X	X
MUST Year 1	MAN-3	Activity description	The activity and certification scope have been properly communicated to the certification body, as well as any related changes.	<i>In particular: - all stages of production, storage and processing carried out - concerned products - concerned suppliers / buyers and subcontractors have to be disclosed.</i>	2	X	X	X	X

Operations concerned			FFL: Producer Operations; FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
		Information workers / producers	The company / organisation management has a process in place to:						
MUST Year 2	MAN-4	a)	Inform the workers / producers about their right to discuss information with the auditor confidentially (e.g. information displayed before audit; information meetings).		2	X	X	X	
MUST Year 2	MAN-5	b)	Inform workers / producers of the outcome of the certification process (e.g. information on final audits findings displayed; information meetings).	<i>As part of this process, worker / producer representatives can be invited to the exit meeting.</i>	2	X	X	X	
MUST Year 3	MAN-6	Representatives in opening meeting	The opening meeting includes workers (for large units) and producers' representatives (for Producer group Operations).		2	X	X	X	

9.2. Follow-up of Certification and Performance

Principle: The Operation takes the necessary management steps to improve its CSR performance.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	MAN-7	Standard knowledge	The operation is aware of the certification requirements and of its own level of compliance against the standard.	<i>Updated version of standard available. Self-assessment according to the standard, or good understanding of standard's requirements.</i>	2	X	X	X	X
MUST Year 2	MAN-8	Monitoring non-compliances	There is a system in place to register and monitor non-compliances observed during external audits.		3	X	X	X	X

Operations concerned			FFL: Producer Operations; FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	MAN-9	Senior Representative	There is a designated representative with sufficient management power responsible for certification and performance according to the Standard.		4		X	X	X
MUST Year 2	MAN-10	Workers' representative	Additionally, there is an elected workers' representative responsible for certification and performance according to the Standard. (see guidance)	<i>The workers' representative is chosen by non-management staff to facilitate communication with company management on matters related to certification. Typically, this workers' representative is invited in the opening meetings (see MAN-6).</i>	4		X	X	X

9.3. Internal Control System

Principle: Producer Operations develop an Internal Control System that monitors implementation of standard principles and requirements.

Operations concerned			Producer Operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	MAN-11	List of registered producers	The Producer Operation has a complete electronic list of all registered producers with at least: <ul style="list-style-type: none"> - year of registration - names - place - size of production unit: total / used for certified product (see Guidance 1) - diversification (i.e. whether other non-certified products are produced or not) - type of workers (seasonal, permanent) hired by producer, if any - identification of large-sized units (see Guidance 2) 	<p>1) The size of the production unit must be defined in an adequate way depending on the product (livestock / crop / wild collection / handcraft).</p> <p>2) Any large producer hiring a significant number of workers (more than 15 permanent / 50 workers in total) are listed in the producer list.</p> <p>In general, this list shall monitor risks at producer level, and to select the producers that will be visited during either internal or external inspections. In a second step, this list can be completed with more accurate data, and serve as a summary of the results of the internal controls performed by the Producer Operation about the individuals' compliance with the standard.</p>	3	X	X	X	X
MUST Year 1	MAN-12	Overview social & environmental aspects	The Producer Operation has a written up-to-date overview with information on: <ul style="list-style-type: none"> - working conditions at producer level - environmental aspects at producer level related to the compliance to the standard. 		3	X	X	X	X
MUST Year 2	MAN-13	Internal social standard	An internal standard exists which includes relevant social and environmental aspects that need to be monitored inside the Operation. This standard is commensurate with the greater or lesser risk of the local context, including in terms of applicable social and environmental legislations.		3	X	X	X	X
		Basic ICS	A basic ICS is in place, which includes the following:						
MUST Year 1	MAN-14	a)	Appointed and competent ICS staff responsible for the overall management of the ICS.		3	X	X	X	X
MUST Year 2	MAN-15	b)	Basic general and social / environmental / labour relevant data on producer level: <ul style="list-style-type: none"> - number of permanent and temporary workers typically hired, - important data related to the follow-up of specific environmental aspects. 	For homogeneous situations (where the environment and the socio-economic situations of producers are roughly similar), the information on workers does not need to be individual. These data can be included directly in the producer list (see criteria MAN-11).	3	X	X	X	X
MUST Year 3	MAN-16	c)	Risk-based internal inspections, with: <ul style="list-style-type: none"> - at least 1 inspection per year for Large Units and Medium Units - at least 1 inspection every 3 years for Small Units. 		3	X	X	X	X
MUST Year 2	MAN-17	d)	An improvement system for non-compliances, with written improvement plans for critical issues.		3	X	X	X	X

ANNEX I: FOR LIFE COMPOSITION RULES

This annex describes the composition rules to be respected in order to label a product under the For Life Standard.

As per standard definition, ingredients in “Social Responsibility certified quality” are For Life Social Responsibility certified ingredients, or ingredients recognised as equivalent according to procedure presented in Annex IV.

Rule 1: Minimum threshold of social responsibility ingredients

The social responsibility content shall respect minimum thresholds. Those thresholds differ depending on concerned sectors:

FOOD	At least 80% of AGRICULTURAL INGREDIENTS must be certified social-responsibility quality
COSMETICS / DETERGENTS / HOME PERFUMES	At least 70% of AGRICULTURAL INGREDIENTS must be certified social-responsibility quality AND At least 10% of the TOTAL PRODUCT must be certified social-responsibility quality
TEXTILES	At least 70% of FIBRES must be certified social-responsibility quality
ARTISANAL PRODUCTS	At least 70% of the COMPONENTS can be considered as social-responsibility (based on an individual analysis of the supply and production chain)

If such thresholds are not respected, the social-responsibility certified quality of certain ingredients can be indicated, but only in the ingredient statement (See Annex II, “Ingredient Statement Only” case)

Rule 2: “No blending” rule

Each type of social-responsibility certified ingredient shall normally be used only in social-responsibility certified quality in a given product.

In case this is not possible, an exception can be required (see section 4).

Exception to rule 2

Exception to rule 2 is possible, subject to the following conditions:

- i. Written application for exception with detailed justification for blending of the same ingredient type in non-social responsibility quality
- ii. Mainly accepted for technical constraints (non-social responsibility blended ingredient with particular physical / organoleptic / chemical characteristics and properties)

ANNEX II: FOR LIFE LABELLING RULES

The following rules must be respected to label final consumer certified products. They are linked to the minimum thresholds defined in Annex I.

Minimum thresholds met

- Certified ingredients are identified:
 - Directly in the list of ingredients through an asterisk (*), another similar marking such as (1), °, with an underscore etc. (refers to frame 1 below)
 - By a reminder of the concerned ingredients (refers to frame 2 below)
- This marking refers to the below “For Life approval text” (texts in grey are optional):

Frame 1

***Social Responsibility ingredients certified by “CB” according to the For Life standard available at www.fairforlife.org**
XX% of all ingredients

Frame 2

Social Responsibility ingredients certified by “CB” according to the For Life standard available at www.fairforlife.org: AA, BB, CC
XX% of all ingredients

With: AA, BB, CC: Name of the concerned ingredients ; XX: % of social responsibility content, calculated on the total of ingredients

- If 100% of the total product is certified, the below text can be used instead, without necessary identifying the ingredients in the list of ingredients:

Frame 3

100% Social Responsibility.
Certified by “CB” according to the For Life standard available at www.fairforlife.org

- The frame shall be in the same colour as the seal (either blue or black, see below)
- The reference to Social-Responsibility certified quality can be made elsewhere on the label, but only in reference to the concerned ingredients/supply-chains
- If more than 95% of agricultural ingredients are certified, reference to “Social-Responsibility” can be used as part of the product designation
- The following seal versions can be used on the front / side or back label:



Minimum thresholds not met: “Ingredient Statement Only”

- No seal permitted

- Social-Responsibility certified ingredients are identified in the list of ingredients through an asterisk (*) or another similar marking such as (1), °, etc.
- Reference to Social Responsibility certified quality can be made only as a footnote to the ingredient statement in the form: ** For Life Social Responsibility certified ingredient (XX% of all ingredients)*
- The indication must appear in a colour, size and style of lettering which is not more prominent than the rest of the ingredient statement;

ANNEX III: FOR LIFE COMMUNICATION RULES

These rules apply to any materials issued for external communication purpose such as catalogues, samples, product description, advertisements, websites, labels, etc. If such materials display any type of references to the certification (seal, reference to the CB approval, to the standard, etc.), they must be submitted to the CB for approval before release.

All Operations

Certain statements are not permitted:

- The seal referring to the CB approval and/or references to CB may only be associated with certified products.
- For the products to be marketed in France, the words “certification”, “*accréditation*”, “*agrément*” and their derivatives are not to be used in relation to the seal, to the reference to the CB, or to any other reference to certification.
- For texts containing a reference to the status or type of a Producer Operation, there must not be any ambiguous content (e.g. contract companies or industrial plantations / commercial farms may not be referred to as “cooperatives” or “grower groups”).

Special cases and restrictions with regards to external communication

a. Registered Operations

Registered Operations may only use the logo and/or references to the CB approval for the sole purpose of ensuring product traceability. This may only be displayed on transaction documents such as: labels, technical datasheets, instructions, invoices, delivery receipts, etc. issued exclusively for their social responsibility customers. They may not communicate information externally about the certification.

b. Companies / organizations included in the certificate of another Operation

Companies / organizations included in the certificate of other Operations are normally not allowed to communicate externally about certification, and hence to use the seal and/or references to the CB approval. But they may do so in order to ensure product traceability and/or upon direct authorization of the related certificate holder.

ANNEX IV: FOR LIFE RECOGNITION OF OTHER SCHEMES PROCEDURE

For Life clients having opted for product certification can request the recognition of an ingredient certified under a different social responsibility scheme. In such cases, a specific procedure needs to be followed. The information and elements required can be provided either directly by the For Life client, either by his supplier.

Recognized schemes

The recognized social responsibility schemes, under the For Life scheme are:

- **FLO** (Producer Operations only)
- **SPP** (Producer Operations only)
- **FairWild** (Producer Operations only)
- **FT USA** (Producer Operations only)

These schemes respect the key characteristics as identified by For Life. In order to respect traceability in the supply-chain, additional conditions apply.

Recognition procedure

A specific MoU shall be signed by both parties, including commitments from the supplier:

- to respect full physical traceability
- to inform the buyer in case the certification is suspended or revoked

Additional controls focused on traceability, including “spot-check audits”, are required at the level of the direct supplier, at least during the 1st year. The frequency of audits thereafter is based on a risk analysis. Possible exceptions depending on documentation on traceability available at FL buyer level.

TERMS AND DEFINITIONS

The following terms are defined in their meaning and use within the For Life Scheme only.

› GENERAL GLOSSARY

Certified ingredient - For Life Social Responsibility certified ingredient or recognized Social Responsibility ingredient following Recognition of other schemes Procedure as described in Annex IV.

Internal Control System (ICS) – An ICS is a documented quality assurance and quality management system that allows an external certification body to delegate the annual inspection of individual group members to an identified unit within the certified producer group and which manages compliance with a standard (and internal quality expectations) by taking over some of the producers’ quality management responsibilities.

Multi-Ingredient product (Composite product) – Product composed of more than one ingredient, or having only one ingredient but from different origins (e.g. a blend of olive oils / coffee).

Operation – The physical or legal persons responsible for ensuring compliance with the requirements of this standard within the activity that is under their control;

Record – Document that presents results obtained or provides evidence of activities carried out.

› SUPPLY-CHAIN ACTORS’ GLOSSARY

Brand Holder – The company/organisation under whose brand the final certified product is marketed to consumers.

Intermediate trader – Any trading company who is neither a Producer Operation nor a Brand Holder. An intermediate trader can be a processor, provided that products are purchased and owned by the company.

Producer – Primary producer such as farmer, collector, artisan or processor who are members or suppliers of a “Producer group”.

Producer Operation – Any company or organisation which effectively produces and markets an agricultural, collected or artisanal certified product. Three types of Producer Operations are commonly defined:

- 1) **Contract Production** – Trader or manufacturer contracting producers to produce or deliver products in a certain defined quality. In this structure the trader or manufacturer acts as a “Producer group” who organises the producers and normally also manages the Internal Control System.
- 2) **Organised Producer Group** – Group of producers organised in a formal kind of producers’ association or cooperative. In this structure the organization acts as a “Producer group” who organises the producers and normally also manages the Internal Control System.
- 3) **Single farm / estate / Plantation** – Company / individual producer who did not collectively apply for the certification.

Subcontractor – A third party processing/packing and/or storing certified products on behalf of a contracting certified / registered Operation. The product is owned by the contracting certified/registered Operation, and the Subcontractor only charges for the service provided.

› SOCIAL GLOSSARY

Discrimination – The ILO definition is used: “Any distinction, exclusion or preference based on race, colour, gender, religion, political opinion, nationality or social origin (or any other motive determined by the aforementioned states) that causes equality of opportunity or treatment in employment or work to be lifted or reduced”.

Worker – All staff working in an Operation including employees, permanent, seasonal, temporary, migrant, foreign, casual and sub-contracted workers. The term “workers” shall also include others such as persons employed in the administrative branch of an organisation. In this standard two categories of workers are identified:

- **Permanent workers** are workers who are employed on an ongoing, year-round basis.
- **Temporary or seasonal workers** are workers employed for limited periods related to fluctuations in demand for labour at different times of the year.

Young Worker – A young worker is defined by age as being between 15 (or higher if stipulated by national law) and 18 years old (or the age of legal adulthood as defined by national law, if higher).

Child – In this standard “Child” shall refer to any person under the age of 15, unless national minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply.

› ENVIRONMENTAL GLOSSARY

Agrochemical – A chemical substance used in agricultural production systems to maintain soil fertility (fertiliser), control weeds (herbicide) or combat pests (insecticide, fungicide, etc.)

Economic Threshold – The level of infestation or pest attack at which the benefits received (for example in terms of yield or crops saved) cover the cost of the treatment or application.

Ecosystem – A set or system of one or more biological communities (plants, animals etc.) along with the physical media within a determined zone. Examples: forests, wetlands, lakes.

Erosion – Removal or displacement of soil caused by movement of water or wind.

Integrated Pest Management (IPM) – A long-term prevention strategy to combat pests, involving a combination of techniques such as biological control (use of beneficent insects or microbes), use of pest-resistant varieties and the use of alternative agricultural practices in e.g. pruning, spraying or fertilizing.

Natural Water Body – Lakes, lagoons, rivers, streams, brooks or other bodies of surface water that exist naturally.

Old Growth Secondary Forest – Secondary forest (forest that has been logged and has recovered naturally or artificially) that has sufficiently developed the structures and species normally associated with old primary forest of that type to act as a forest ecosystem distinct from any younger age class forest (adapted from: www.cbd.int).

Primary Forest – Forest that has never been logged and has developed following natural disturbances and under natural processes, regardless of its age (www.cbd.int).

Threatened or Endangered species – Species of flora and fauna indicated as threatened or endangered in applicable laws or regulations or by the IUCN – The World Conservation Union’s Red List (<http://www.iucnredlist.org>).

ACRONYMS AND ABBREVIATIONS

ASC – Aquaculture Stewardship Council (www.asc-aqua.org)

CB – Certification Body

CSR – Corporate Social Responsibility

COSMOS – Cosmetics organic and natural standard (www.cosmos-standard.org)

FFL – Fair for Life

FL – For Life

FairWild – Fair Wild Foundation (www.fairwild.org)

FLO – Fairtrade Labelling Organization (www.fairtrade.net)

FT USA – Fair Trade USA (www.fairtradeusa.org)

GAP – Good Agricultural Practices

GOTS – Global Organic Textile Standard (www.global-standard.org)

ILO – International Labour Organisation (www.ilo.org)

ERTS – Ecological and Recycled Textile Standard (www.ecocert.com)

SA8000 & SAI – Social Accountability 8000 Standard by SAI -Social Accountability International (www.sa-intl.org)

SPP – Símbolo de Pequeños Productores (www.spp.coop)