

Fairtrade Standard for Hired Labour

Current version: 15.01.2014_v1.0

Expected date of next full review : 2019

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For further information and Standards downloads:

www.fairtrade.net/standards.html

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Introduction

Purpose

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

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

The Fairtrade Standards also cover terms of trade. Most products have a Fairtrade Minimum Price, which is the minimum that must be paid to the producers. In addition producers get an additional sum, the Fairtrade Premium, to benefit workers and invest in their communities.

References

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

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

Fairtrade International promotes the rights of freedom of association and collective bargaining as the foundation of ensuring workers' rights, and considers independent and democratic trade unions the best means for achieving this.

How to use this Standard

Scope

This Standard applies only to hired labour operations in the countries within the geographical scope found in Annex 1. The requirements in this Standard apply to all producing companies (farms, plantations, estates, manufacturers etc.) employing hired workers.

This Standard is the Fairtrade Standard for Hired Labour and your company must comply with it regardless of the product your company wants to certify. Fairtrade International also publishes specific standards for the product(s) that your company wants to certify and your company must also comply with those product standards.

Chapters

The Fairtrade Standard for Hired Labour has five chapters: General Requirements, Social Development, Labour Conditions, Environmental Development and Trade.

- The **General Requirements** chapter sets the requirements related to the certification process and to the scope of the standard.
- The **Social Development** chapter consists of requirements that are unique to Fairtrade and is intended to lay the foundations for empowerment and development to take place.

- The requirements in the chapter on **Labour Conditions** are intended to ensure decent working conditions.
- The **Environmental Development** chapter requirements intend to make certain that agricultural and environmental practices contribute to a more sustainable production system.
- The requirements in the **Trade** chapter define what must be done when you produce Fairtrade products and then sell them.

Structure

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

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

Requirements

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

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

You are in compliance with the Fairtrade Standard for Hired Labour if your company fulfils all core requirements **and** reaches the minimum score on the development requirements as defined by the certification body. For more information on how your company will be audited against the core and development requirements please see the certification body's website, <http://www.flo-cert.net>.

Each requirement is assigned a number (0, 1, 3 or 6). This number represents the number of years your company has until it is audited against the requirement. Note that some requirements may not apply to your company. For example, if your company has 25 or fewer workers, then it will not be audited against requirements applicable to companies with more than 25 workers. Or, for example, if your company does not use any pesticides, then it will not be audited against requirements related to pesticides. In such cases, the certification body will consider these requirements as non-applicable.

Implementation

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

Fairtrade International provides explanatory documents which contain further information related to this Standard. These documents can be found on the Fairtrade International website: <http://www.fairtrade.net>. Your company will not be audited against the explanatory documents.

Senior management of the company is responsible for implementation of this Standard.

Application

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

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

Companies that were certified before July 1, 2014 will need to comply with all applicable requirements following their regular certification cycle. However, there will be transition periods for complying with the “New 2014” requirements as defined by the certification body in the compliance criteria and following one audit cycle.

Requirements in the Environmental Development section identified as “NEW 2011” were implemented in July 1, 2011. Companies that were certified before July 1, 2011 have a remaining transition period for year 3 and year 6 requirements as defined by the certification body in the compliance criteria.

Definitions

A comprehensive guide and additional Fairtrade terminology can be found in the [Fair Trade Glossary](#) on-line.

Workers are defined as all workers including migrant, temporary, seasonal, sub-contracted and permanent workers. ‘Workers’ is not limited to field workers but includes all hired labour personnel, such as employees working in the company’s administration. However, the term is restricted to personnel that can be unionised and therefore normally excludes middle and senior management.

Migrant worker is a person who moves from one area within her or his own country (in-migration) or across the borders to another country (out-migration) for employment.

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

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

Regular work refers to tasks that are steady in the cultivation of the Fairtrade crop and excludes all seasonal work.

Non-regular work is sporadic work that is considered to be outside of the core operations of the company.

Elected workers’ representatives are workers who are democratically elected to represent and defend the rights the workers in the company.

Fairtrade Premium Committee (FPC) worker members are workers who are democratically elected to the Fairtrade Premium Committee and carry out the specific tasks affiliated with the FPC.

Multi-estates are companies that depend on workers for their production and are composed of more than one plantation with independent administrations. A central management body is responsible for the labour conditions of the workers on all of the plantations. All requirements are applicable to all companies. There are some additional requirements applicable only to multi-estates as noted throughout the Standard.

Small company is any company hiring 25 or fewer permanent workers. This number may vary depending on the country and industry and will be determined by the certification body. All requirements are applicable to all companies, however some requirements have been modified for small companies as noted throughout the Standard.

Monitoring of changes

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

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

Change history

Version number	Date of publication	Changes
15.01.2014_v1.0	15.01.2014	Application of NSF structure. Reorganisation of chapters. Main changes from full review based on Fairtrade Hired Labour strategy available on the Fairtrade International website http://www.fairtrade.net/hired-labour-standards.html

1. General Requirements and Commitment to Fairtrade		
		<p>Intent and scope</p> <p>This chapter outlines the requirements that relate to certification and to the scope of the Standard and intends to provide the necessary framework for effective implementation of the Standard.</p>
1.1 Certification		
Year 0	Core	<p>1.1.1 Your company must accept announced and unannounced audits of your premises and contractually require subcontracted premises to also accept audits of their premises. You must provide any information in relation to Fairtrade Standards at the request of the certification body.</p>
Year 1 New 2014	Core	<p>1.1.2 Your company must share audit results with workers following each audit in a format and language accessible to workers.</p> <p>Guidance: As a best practice, worker representatives join the audit opening and end meeting in order to increase worker involvement and understanding in the process of compliance. Time should be allowed for representatives to be able to share final results of the audit report with all workers.</p> <p>This is an opportunity to discuss audit results with workers and generate ideas for compliance actions.</p>
Year 0 New 2014	Core	<p>1.1.3 Your company must allow Fairtrade International representatives to interact with workers to discuss matters related to Fairtrade as needed.</p> <p>Guidance: Fairtrade International representatives include Fairtrade liaison officers, representatives of producer networks and national Fairtrade organizations. These representatives should be able to convene with workers at their and/or at workers' request and in coordination with management. Regular work should not be disrupted.</p>
1.2 Commitment to Fairtrade		
Year 0	Core	<p>1.2.1 Your company must appoint a person responsible for Fairtrade matters, called the Fairtrade Officer, who reports to senior management and is responsible for the overall co-ordination of Fairtrade in your company and for handling all necessary Fairtrade related communications.</p> <p>The tasks of the Fairtrade Officer are to:</p> <ul style="list-style-type: none"> • Act as a liaison between Fairtrade International, the certification body, workers and managers regarding Fairtrade matters; • Ensure the implementation and monitoring of the company's performance regarding the Fairtrade requirements. <p>The Fairtrade Officer must have the relevant knowledge and experience to perform these tasks.</p> <p>Guidance: The Fairtrade Officer should be one of the management representatives on the Fairtrade Premium Committee (see 2.1.1). The Fairtrade Officer activities lead to greater internal control and self-monitoring, which is more sustainable in the long-term. The Fairtrade Officer does not have to be hired exclusively to carry out these tasks and may have other duties and responsibilities within the company.</p> <p>In the case of multi-estates, the Fairtrade Officer is appointed at the head office and is responsible for all plantations under Fairtrade certification.</p>

Year 0	Core	<p>1.2.2 Your company's mission statement or policy must include statements on how continuous improvement of social and sustainable production practices are implemented in your company; and a statement on your commitment to achieve the aims and values of Fairtrade.</p> <p>Guidance: Your company is expected to make positive social and economic contributions beyond legal obligations.</p>
Year 0	Core	<p>1.2.3 Your company must allocate time during regular working hours and provide other resources that are necessary for the successful implementation of Fairtrade matters.</p> <p>These resources must include:</p> <ul style="list-style-type: none"> • Time for regular meetings of the Fairtrade Premium Committee (FPC), union/elected worker representatives and other committees involved in Fairtrade; • Time for regular meetings of the FPC with workers; • Time for a general assembly of workers at least once a year; • Time for committee members and officers to perform their duties related to Fairtrade and relevant work; • Office space for meetings and space for the Fairtrade Premium Committee, union/elected worker representatives, and other committees involved in Fairtrade to keep equipment and files; • Other resources such as facilities, equipment, training, etc.; • Compensation for pieceworkers and other similarly compensated work for time spent on Fairtrade implementation. <p>Guidance: Time allocated for meetings should be reasonable and agreed between management and workers. An example of time allocated for duties related to Fairtrade and relevant work may include meetings with FPC members from neighbouring companies to exchange experiences.</p>
Year 0 New 2014	Core	<p>1.2.4 Your company must have legal and legitimate right to land use and land tenure, and must respect the land rights of local and indigenous peoples. Disputes on land must be resolved responsibly and transparently before certification can be granted. In cases where land claims and disputes are on-going, there must be evidence that a legal resolution process is active.</p> <p>Guidance: Your company should be in full alignment with the ILO Convention C169 (Indigenous and Tribal Peoples Convention), Part II and the "Voluntary Guidelines on the Responsible Governance of Tenure" as defined by the Committee on World Food Security-Food and Agricultural Organization (CFS-FAO) in May 2012 (http://www.fao.org/nr/tenure/voluntary-Guidelines/en/)</p> <p>'Legitimate right to land use' means that all plantations under the same company name have appropriate official documentation demonstrating legal rights to the land and must show either:</p> <ol style="list-style-type: none"> a. The absence of significant disputes on land use, tenure and access, or; b. The free, prior and informed consent of local communities regarding the land.

2. Social Development		
		<p>Intent and scope</p> <p>This chapter outlines the requirements that are unique to Fairtrade and intends to lay the foundations for empowerment and development to take place.</p>
2.1 Management of Fairtrade Premium		
		<p>Intent and scope</p> <p>Fairtrade leads to the empowerment of workers and the sustainable social and economic development of workers and their communities.</p> <p>The intent of this section is to ensure that the direct beneficiaries of Fairtrade, through the Fairtrade Premium in particular, are workers and their families and the communities they live in. This includes permanent, migrant, seasonal and temporary workers.</p>
Year 0	Core	<p>2.1.1 A Fairtrade Premium Committee (FPC), with elected FPC worker members and appointed advisors from the management must be created, with the purpose of managing the Fairtrade Premium (FP) for the benefits of all workers.</p> <p>The number of workers' members in the Fairtrade Premium Committee must be significantly higher than the number of management advisors.</p> <p>In the case of multi-estates there must be FPCs at each affiliated plantation to the multi-estate. There may also be a central FPC at the head office.</p>
Year 1	Core	<p>2.1.2 For multi-estates, the central structure must provide the certification body with an overview of the total Fairtrade Premium income of the company, the distribution of the Fairtrade Premium to the local Fairtrade Premium Committees, and an aggregated version of the individual Fairtrade Premium Plans.</p>
Year 0	Core	<p>2.1.3 A formal legal body must exist that is recognized by law and registered by a public entity which allows workers to be the sole owners and be the beneficiaries of the Fairtrade Premium. This body must be able to own property, enter into legal contracts and have a bank account. This requirement does not apply when registration under national laws is prohibitive and/or no fixed assets are yet acquired.</p> <p>Guidance: The Fairtrade Premium Committee acts as the administrator for this legal body. FPC members are managers of the Fairtrade Premium and represent all employees of the company who are the owners/beneficiaries of the Fairtrade Premium and any property acquired with the Fairtrade Premium.</p> <p>Neither the company nor the members of the FPC as a group of people own the FP and the assets acquired with FP money. Without this officially constituted body there is a risk of appropriation of assets by individuals or interest groups.</p>
Year 1	Core	<p>2.1.4 The Fairtrade Premium Committee must have and follow terms of reference defining:</p> <ul style="list-style-type: none"> • The aims of the Committee; • The composition (who are the members); • How workers members of the Committee are elected; • Procedures of the committee determining at least terms of office, frequency of meetings, how decisions are made, criteria for selection of Fairtrade Premium projects, criteria for classifying major projects, documentation, and which reports should be delivered, what happens to the Committee if company is decertified or dissolved;

		<ul style="list-style-type: none"> • Internal regulations, responsibilities, especially who is responsible for finances; • That all decisions on Fairtrade Premium use are approved by the annual general assembly (GA) of all workers; • The delegate system for the GA where applicable; • How the interests of migrant and seasonal/temporary workers are taken into account; • How consensus can be reached for decisions. <p>In the case of multi-estates, there must be a system for elected delegates to represent each affiliate plantation if a central FPC exists.</p> <p>The terms of reference must be approved by the general assembly of workers and made available in appropriate languages to workers.</p>
Year 0	Core	<p>2.1.5 A separate Fairtrade Premium account must be established and worker representatives from the Fairtrade Premium Committee, and a management representative, must be joint signatories.</p> <p>Guidance: ‘Joint signatories’ means that at least one representative for the workers and one management representative have to sign jointly. The FPC Terms of Reference can establish further requirements, e.g. 2 workers and 1 manager.</p> <p>It is recommended that the management representative who is a signatory is also an advisor to the FPC.</p> <p>In the cases of multi-estates there may be separate Fairtrade Premium accounts for each local (on-site) FPC or there may be a one joint bank account.</p>
Year 0 New 2014	Core	<p>2.1.6 Fairtrade Premium payments must be made directly into the established Fairtrade Premium bank account(s). If under exceptional circumstances Fairtrade Premium is received by your company, then you must transfer it to the Fairtrade Premium account(s) as soon as possible or in exceptional circumstances within 30 days from the date received.</p> <p>For India only, this period may be extended with permission from the certification body.</p>
Year 1	Core	<p>2.1.7 For multi-estates, the distribution principles of the Fairtrade Premium must be transparent and documented in the internal regulations of the local Fairtrade Premium Committees. The distribution of Fairtrade Premium funds may be based on volumes sold or number of workers represented by the local Fairtrade Premium Committee.</p>
Year 1 New 2014	Core	<p>2.1.8 Upon establishment of the Fairtrade Premium account, your company must sign a legally binding agreement with the legal body registered to manage Fairtrade Premium (see 2.1.3) that states that in case your company is decertified or dissolved, the balance of the Fairtrade Premium account must be made available to the Fairtrade Premium Committee and must be used for the on-going and planned Fairtrade Premium projects or be distributed among the workers within 3 months after decertification or dissolution in accordance with the laws governing the legal body.</p>
Year 0	Core	<p>2.1.9 All worker members on the Fairtrade Premium Committee must be democratically elected by workers. This process must be in line with the terms of reference and properly documented. Management advisors must be appointed by management.</p> <p>Guidance: All workers in your company must be able to participate in the election of and can be nominated to the Fairtrade Premium Committee (see 3.1.9). Worker members of the FPC can at any time invite external support (including union representatives) to assist in the election process and in the meetings of the FPC.</p>
Year 3	Dev	<p>2.1.10 The composition of the Fairtrade Premium Committee must reflect the composition of the workforce, taking into account gender, work areas, community membership, union membership, and where applicable, migrant, temporary/seasonal and subcontracted workers.</p>

		<p>Guidance: With regard to the composition of the FPC, a fair gender representation and fair representation of the different interest groups, for example migrant or temporary workers, is crucial in order to manage the Fairtrade Premium in a way that benefits all workers without discrimination. ‘Fair’ shall be understood to mean proportional, if possible.</p> <p>If seasonal/temporary workers cannot practically be present for meetings, then an elected permanent worker could be chosen to represent their interests.</p>
Year 0	Core	<p>2.1.11 The Fairtrade Premium Committee must meet regularly during working hours. Minutes of the meetings must be taken.</p> <p>Guidance: Frequency of meetings depends on amounts and flow of Fairtrade Premium received.</p>
Year 0	Core	<p>2.1.12 Your company must give information on the current Fairtrade sales to cross check against the Fairtrade Premium received at Fairtrade Premium Committee meetings. This must be reflected in the minutes together with the current Fairtrade Premium balance.</p> <p>All relevant books of the Fairtrade Premium account must be available to all FPC members and the certification body. Your company must be able to prove that the Fairtrade Premium is used in line with applicable rules (see 2.1.19).</p> <p>Guidance: High volume receipts shall be reported to FPC members without delay in between meetings. FPC members are made aware of commissions or other charges for the use of any bank accounts or trusts.</p> <p>A designated internal auditing committee is a best practice for checking relevant books of the Fairtrade Premium account. More details are provided in the Explanatory Document to this Standard.</p>
Year 0	Core	<p>2.1.13 Management must actively and responsibly participate in the Fairtrade Premium Committee through its advisors and must assist and support the workers in the administration of the Fairtrade Premium.</p> <p>Management advisors to the FPC have a nonvoting advisory role. They have the right to block expenditure that would violate rules for Fairtrade Premium use, if proposed Fairtrade Premium use is illegal, or if it has a demonstrable negative structural, financial or social impact on the company.</p> <p>Guidance: Active and responsible participation of management means:</p> <ul style="list-style-type: none"> • The management selects the advisors for the FPC; • Management FPC advisors attend the meetings regularly; • Management FPC advisors should facilitate but not lead the process and guide, assist, and support the workers, by sharing their know-how, experience and connections without imposing their views.
Year 3	Dev	<p>2.1.14 The Fairtrade Premium Committee must meet and consult with the workers to understand workers’ needs and to discuss project ideas regularly.</p> <p>These information and consultation meetings must be held during working hours and according to a meeting schedule previously approved by the management, but do not necessarily have to be held during a general assembly of all workers.</p> <p>The results of these meetings must be recorded.</p> <p>Guidance: The needs of all types of workers are to be considered. In the case of migrant and temporary workers, a needs assessment of their home community should be considered to determine how best they can benefit from the Fairtrade Premium.</p>
Year 1	Core	<p>2.1.15 The Fairtrade Premium Committee, as a result of the consultation with workers, must prepare a yearly Fairtrade Premium plan that must take into account the needs</p>

		<p>of all the various groups of workers.</p> <p>The Fairtrade Premium plan must contain a reasonable budget based on expected Fairtrade Premium income, which sets priorities for Fairtrade Premium use. In the course of the year the plan must be adjusted if the Fairtrade Premium earnings are higher/lower than expected.</p> <p>The description of each project must include:</p> <ul style="list-style-type: none"> • Purpose and objectives; • Target group(s)/beneficiaries (e.g. men, women or all workers, migrant and temporary workers, family members; community); • Activities; • Roles and responsibilities; • Project budget (total / annual); • Project start and end date; • How the project will be monitored; • Date of approval of project by GA. <p>Guidance: The needs of all groups (e.g. including migrant and seasonal/temporary workers, women and men etc.) should be taken into account as far as possible, and the Fairtrade Premium Committee shall determine the best use for the Fairtrade Premium.</p> <p>Tools to select projects can include needs assessments, setting of priorities, feasibility studies and cost analysis.</p> <p>Further guidance can be found in the Explanatory Document to this Standard for the FPC.</p>
Year 1	Core	<p>2.1.16 Your company must ensure that the Fairtrade Premium Committee leads a general assembly (GA) of all workers at least once a year. The purpose of the GA is to report on (see 2.1.18) and democratically approve the Fairtrade Premium plan (2.1.15).</p> <p>Guidance: It is possible that the Fairtrade Premium Plan may need to be changed in between GA meetings. This might be necessary in situations where, for example, more or less Fairtrade Premium money was received than planned, or where members or the community are affected by an unexpected event and workers wish to respond. If this happens, the FPC will need to document the decisions to make the changes, and explain the changes and get ratification from the GA of workers retrospectively. The GA should be held during the time of year when the majority of the workforce is present.</p> <p>A delegate system can be put in place where appropriate to ensure representation of all workers in the case of a large workforce, as defined in the terms of reference of the FPC (see 2.1.4).</p>
Year 1 New 2014	Core	<p>2.1.17 The Fairtrade Premium Committee must administer the Premium funds responsibly; therefore a risk assessment must be undertaken for all major projects. This includes loans and investments, which must be carried out with all necessary formalities and guarantees.</p> <p>Guidance: The classification of major projects, e.g. monetary value, should be determined in advance by the FPC and agreed at the GA (see 2.1.4).</p> <p>The FPC may refer to the explanatory document for the FPC to help enable them to carry out simple risk assessments, and to understand and use more complicated risk assessments. Training on risk assessments is also recommended and may be provided by Fairtrade International representatives or organized by the FPC or by management. Risk assessments may need to be undertaken by an independent third party if the FPC does not have the qualifications to do so.</p>
Year 1	Core	<p>2.1.18 The Fairtrade Premium Committee must monitor and report annually on the activities carried out with Fairtrade Premium money and on the progress of existing projects to the general assembly of workers. The report must be documented and include at least the following information:</p>

		<ul style="list-style-type: none"> • Details on overall Fairtrade Premium income received, expenditures and balance; • A description of each project that is planned, on-going, concluded within the last reporting cycle; • Were the activities carried out, yes or no? If not, why? • When were they carried out? • At what cost? • Was the objective achieved or are any further actions needed? <p>Guidance: The intention of this requirement is that the FPC is accountable to the workers on the Fairtrade Premium plan, and the success of the plan can be evaluated. The report should be compiled based on the regular monitoring and evaluation of the Fairtrade Premium projects.</p>
Year 0	Core	<p>2.1.19 The Fairtrade Premium must benefit workers, their families and their communities through Fairtrade Premium projects that address their needs and preferences as decided and adequately justified by workers.</p> <p>The Fairtrade Premium must not be used:</p> <ul style="list-style-type: none"> • To meet any expenditure for which the company is legally responsible (e.g. health and safety requirements); • To replace existing social and environmental expenditures of the company • To cover the running costs of the company; • For costs of compliance with the requirements of this Standard or associated Fairtrade product Standards unless stated differently; • To be involved in any activity which is illegal or could jeopardize the business or certification of the company or have a demonstrable negative structural, financial or social impact on the company; • As salary supplements to individual workers. <p>Guidance: Projects that involve individual disbursements of non-consumable goods are allowable when these are accessible to all workers equally. These are not payments to workers that can be seen as salary supplements.</p>
Year 0 New 2014	Core	<p>2.1.20 If workers so choose, up to 20% of Fairtrade Premium money per year can be distributed equitably amongst all workers in cash as a Fairtrade bonus.</p> <p>In the case that workers choose the option to distribute some Fairtrade Premium money in cash to workers, the Fairtrade Premium Committee must consult with workers' representatives to ensure that the collective bargaining process is not undermined.</p> <p>Guidance: Workers themselves should be empowered to decide how best to use Fairtrade Premium money in order to improve their livelihoods. As with all Fairtrade Premium expenditures, if this option is exercised, any cash distribution must satisfy requirement 2.1.19, is presented in the Fairtrade Premium plan (2.1.15) and democratically approved in a general assembly of workers (2.1.16).</p> <p>The intention of the 20% limitation is to prevent that Fairtrade Premium is used to supplement regular wages, which can potentially undermine collective bargaining processes. The percentage of cash distribution may be increased to up to 50% of total Fairtrade Premium under exceptional circumstances, such as where there is a majority of migrant workers in the work force that cannot benefit from Fairtrade Premium projects or in case of a natural disaster or other natural occurrence.</p> <p>The FPC may already include elected workers' representatives involved in the bargaining process and therefore may not need to consult outside the Fairtrade Premium Committee.</p>

2.2 Capacity Building	
	<p>Intent and scope</p> <p>The intent of this section is that workers at all levels in your company are aware of the benefits of Fairtrade and of the commitment that is required by your company to engage in Fairtrade. Additionally, this section intends to ensure the support of workers through the strengthening of their individual skills, competencies and abilities.</p>
Year 1	<p>Core</p> <p>2.2.1 Your company must raise awareness about Fairtrade at all levels to ensure that workers understand the benefits of Fairtrade, in particular:</p> <ul style="list-style-type: none"> • Workers' rights and duties; • The benefits of the Fairtrade Premium; • The different functions, duties and positions of the Fairtrade Premium Committee, other Fairtrade related committees, and elected worker representatives. <p>Your company must ensure that the management at all levels, including supervisors, understands the implications of Fairtrade for the company's operations (e.g. time needed for meetings during working hours).</p> <p>Your company must explain the purpose of the Fairtrade Premium (requirement 2.1.19) and the role of the FPC before the workers are given the opportunity to nominate their worker members for election.</p> <p>Guidance: 'All levels' includes senior and middle management, supervisors, workers including migrant and temporary workers and their representatives (e.g. unions, committees).</p> <p>Management and supervisors that have been recruited from outside the company have to be specifically trained in Fairtrade upon their employment.</p> <p>The local point of contact can support training on workers' rights and duties (see 3.4.2).</p>
Year 0	<p>Core</p> <p>2.2.2 Your company must provide training for Fairtrade Premium Committee worker members in order to ensure that they can carry out their functions. This training takes place partly during work time and must be repeated for each newly elected or appointed representative.</p> <p>Guidance: Training for the FPC should start during the pre-certification process if possible, in order to prepare members to work with Fairtrade Premium flow that may be generated soon after certification. Fairtrade producer services teams can provide guidance and training.</p>
Year 1	<p>Dev</p> <p>2.2.3 In order to effectively participate in Fairtrade matters, your company must ensure that training takes place for</p> <ul style="list-style-type: none"> • Fairtrade Premium Committee worker members on participatory project planning and financial management; • Elected worker representatives on labour legislation and negotiation skills. <p>Training must take place during working hours and on an annual basis.</p> <p>Your company must record all training activities. Records must include information on topics, time, duration, names of attendees and trainers.</p> <p>Guidance: Training for workers is essential in order to achieve empowerment. Training can be provided by Fairtrade International or other relevant external organizations such as trade unions.</p>
Year 3	<p>Dev</p> <p>2.2.4 Your company must provide opportunities to workers and staff to develop their skills and qualifications whenever feasible.</p> <p>Guidance: Trainings and other employee development programmes should focus on</p>

		improving the position of all groups in the workforce.
Year 3	Dev	2.2.5 Your company must give special attention to the empowerment of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.
Year 3 New 2014	Dev	2.2.6 Your company must undertake activities to achieve equity in the workplace. This includes specifically addressing the employment and promotion of suitably qualified people from disadvantaged and minority groups Guidance: 'Equity' means fairness or justice in the way people are treated. The aim of this requirement is to eliminate employment barriers for disadvantaged people such as persons with disabilities and members of minority groups. Examples of activities to support an equitable workplace include: education and professional training for women or other disadvantaged people or minority groups, in order to qualify them to take up more advanced positions; policies and practices to ensure that barriers are eliminated; appropriate representation of all groups in the workforce at all levels.
Year 1	Core	2.2.7 Your company must ensure access to primary education for the children of all permanent resident workers. Guidance: 'Access' means either suitable facilities with qualified teachers on-site, or transportation that enables children to reach schools provided by the government. The distance to school must not put children at risk of protection and safety.
Year 3	Dev	2.2.8 Your company must implement measures to improve the education of all workers' children, including children of migrant and temporary/seasonal workers.
Year 6	Dev	2.2.9 Your company must provide support for crèche facilities for your workers' children either inside or outside your premises.

3. Labour Conditions

Intent and scope

This section intends to ensure decent working conditions. Fairtrade International regards the [1998 ILO Declaration on Fundamental Principles and Rights at Work](#), as well as all other applicable ILO Conventions as references for decent working conditions.

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

A migrant worker is a person who moves from one area within her or his own country (in-migration) or across the borders to another country (out-migration) for employment.

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

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

national protection bodies.

3.1 Freedom from Discrimination

Intent and scope

This section intends to prevent discrimination in general against all workers based on [ILO Convention C111 \(Discrimination \(Employment and Occupation\) Convention\)](#) and [C110 \(Plantations Convention\)](#); and to ensure the fair treatment of migrant workers based on the ILO Conventions C97 (Migration for Employment Convention) and C143 (Migrant Workers (Supplementary Provisions Convention)).

Discrimination is making an unfair distinction in the treatment of one person over another on grounds that are not related to ability or merit.

Year 0	Core	<p>3.1.1 Your company must not discriminate, support or tolerate discrimination on the basis of race, colour, gender, sexual orientation, disability, marital status, HIV/AIDS status, age, religion, political opinion, union or workers' representative bodies, national extraction or social origin, or any other condition in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement, general treatment in the workplace or other activities.</p> <p>Guidance: Where discrimination is endemic within a sector or region, the company is expected to take action towards removing it in policy and practice.</p>
Year 0	Core	<p>3.1.2 During recruitment of workers your company must not test for pregnancy, HIV/AIDS or genetic disorders.</p>
Year 0	Core	<p>3.1.3 Your company must not directly or indirectly engage in, support or tolerate the use of corporal punishment, mental or physical coercion, bullying, harassment or abuse of any kind.</p>
Year 1	Core	<p>3.1.4 Your company must establish and implement a policy that clearly outlines fair and appropriate disciplinary measures and ensure that workers are aware of this policy. The policy must be in line with the principle of non-discrimination.</p> <p>Guidance: A clear policy can prevent improper disciplinary practice.</p>
Year 0	Core	<p>3.1.5 Your company must not directly or indirectly tolerate behaviour, including gestures, language, and physical contact that is sexually intimidating, abusive or exploitative. This applies to management and workers alike.</p>
Year 0	Core	<p>3.1.6 Your company must establish and implement a policy that clearly prohibits unwanted conduct of a sexual nature.</p> <p>The policy must include awareness raising among all workers on what constitutes sexual harassment and on the right to oppose sexual harassment.</p>
Year 0	Core	<p>3.1.7 Your company must not discipline, dismiss or discriminate in any way against workers for using any grievance procedure (see 3.5.27 on grievance procedure).</p>
Year 3	Core	<p>3.1.8 Your company must keep a record of all terminated contracts. These records must include the reason for termination and must indicate if workers are members of a trade union or is an elected worker representative.</p>
Year 0 New 2014	Core	<p>3.1.9 All workers, regardless of nationality or residency status, including seasonal/temporary and migrant workers, must have the right to be elected as a worker representative and/or a member of the Fairtrade Premium Committee (see 2.1.9).</p> <p>Guidance: If migrant or seasonal/temporary workers cannot practically be present for all meetings, then (an) elected permanent worker(s) could be chosen to represent their</p>

		interests.
3.2 Freedom of Labour		
		<p>Intent and scope</p> <p>This section intends to prevent forced or bonded labour based on ILO Conventions C29 (Forced Labour Convention), C105 (Abolition of Forced Labour Convention) and trafficking for forced labour or services, including sexual exploitation based on the UN Trafficking Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children (Trafficking Protocol or UN TIP Protocol).</p>
Year 0	Core	<p>3.2.1 Your company must not directly or indirectly engage in, support or tolerate forced labour, including bonded or involuntary prison labour.</p> <p>Workers must be free to leave at any time as long as they follow due notice of their contract period.</p> <p>Guidance: “Forced or compulsory labour shall mean all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily” (C29 Article 2).</p> <p>Slavery, misuse of prison labour, forced recruitment, debt bondage, human trafficking for labour and/or sexual exploitation are some examples of forced labour. It is considered forced labour if the company retains any part of the workers’ salary, benefits, property or documents in order to force them to remain in your employment. If your company requires or forces workers to remain in employment against their will using any physical or psychological measure this is considered forced labour.</p> <p>The term ‘bonded labour’ or “debt bondage” includes all loans from a company to a worker of excessive amounts and/or with unreasonable and/ or unjust terms and conditions for repayment, where the worker and/or their families are held to pay off the loan through their labour against their will.</p>
Year 0	Core	<p>3.2.2 Your company must not make the employment of a worker or an offer of housing conditional on the employment of their spouse. Spouses have the right to work elsewhere.</p> <p>Guidance: This also applies if housing is provided to the worker and his/her family.</p>
3.3 Child Labour and Child protection		
		<p>Intent and Scope</p> <p>This section intends to prevent labour that is damaging to children based on ILO Convention C182 (Worst Forms of Child Labour Convention) and on ILO Convention C138 (Minimum Age Convention).</p>
Year 0	Core	<p>3.3.1 Your company must not employ children under the age of 15 or under the age defined by local law, whichever is higher.</p> <p>Guidance: The minimum age requirement also applies to children who are employed indirectly by your company, for example when children of permanent, migrant, and/or seasonal/temporary workers are working with their parents in company fields. If the age of a child is unknown, all efforts shall be made to identify the age following child rights guidelines.</p> <p>In all circumstances child rights should be given primary consideration, as reflected in the guiding principles of the UN Convention of the Rights of the Child (UNCRC), especially when related to protection. For instance, in the case of child-headed households where all members of the house-hold are below the age of 18 years a child’s right approach should be used to interpret these requirements, giving priority to the best interest of the</p>

		child.
Year 0	Core	<p>3.3.2 Your company must not directly or indirectly submit workers less than 18 years of age to any type of work which puts their health, safety or morals and their school attendance at risk.</p> <p>Guidance: Examples of work that is potentially damaging includes work that takes place in an unhealthy environment, involves excessively long working hours, night work, the handling or any exposure to toxic chemicals, work at dangerous heights, and operation of dangerous equipment.</p>
Year 0	Core	<p>3.3.3 Your company must establish and implement a Child Labour Policy, including, a clear statement against child labour and a clear commitment to adopting a child rights' approach to protecting and remediating impacted children.</p>
Year 0	Core	<p>3.3.4 If in the past your company has employed children under 15 years for any type of work, or children under 18 years were engaged in dangerous and exploitative work, your company must ensure that those children do not enter or are at risk of entering into even worse forms of labour, including hazardous work, slave-like practices, recruitment into armed conflict, sex work, trafficking for labour purposes, and/or illicit activities.</p> <p>Your company must develop a rights based remediation policy and program within a UN Convention on the Rights of the Child (CRC) protective framework that covers how to withdraw the children and how to prevent that they enter into worse forms of labour. This program should include remediation projects to ensure the immediate and continued protection of children. These projects can include expert partner organizations, preferably local.</p> <p>Guidance: A UN CRC protective framework means that the best interest of the child are always the top priority, that their right to survival and development is respected, that you apply them to all children without discrimination, that the views of the child are heard and respected, and at all moments they are protected from violence.</p> <p>When the worst forms of child labour are detected, increased well-being of children and young people in Fairtrade communities should be made a priority for the company.</p> <p>If you choose to partner with Fairtrade and/or its child rights partner in safe withdrawal regarding the unconditional worst forms of child labour you will need a signed Child Protection Policy and Procedure that demonstrates a commitment to adopting a child rights' approach to protecting impacted children. You and your relevant staff will need to be trained on child rights methodologies and the Fairtrade Officer or another representative from senior management should be responsible for the development, ratification, implementation, and evaluation of this Child Protection Policy and Policy and Program and related actions.</p>
Year 3	Dev	<p>3.3.5 If there is a risk of child labour in your company, you must implement relevant procedures to prevent children below the age of 15 from being employed for any work and children below the age of 18 from being employed in dangerous and exploitative work.</p> <p>Guidance: Relevant procedures can be keeping records of all workers stating their age, gender, identification papers, migratory status and other relevant data.</p> <p>You company is encouraged to implement a youth inclusive community based monitoring and remediation on child labour on an on-going basis. This would include:</p> <ul style="list-style-type: none"> • Identifying children in or at risk of being employed in child labour; • Reporting on the status of the identified children on a regular basis; • Measuring the progress made in safely withdrawing and preventing children from being engaged in child labour; • Avoiding that children withdrawn from labour situations are substituted by other children.

		For suggestions on how to establish a youth inclusive community based monitoring and remediation on child labour, please request Fairtrade’s information and training materials on this from producer support team.
3.4 Freedom of Association and Collective Bargaining		
		<p>Intent and scope</p> <p>This section intends to protect workers against discrimination when exercising their human rights to organize and to bargain their working conditions collectively, based on ILO Conventions C87 (Freedom of Association and Protection of the Right to Organize Convention), C98 (Right to Organize and Collective Bargaining Convention), C135 (Workers’ Representatives Convention), ILO Convention C141 (Rural Workers’ Organisations Conventions) and ILO Recommendation R143 (Workers’ Representatives Recommendation). Companies are expected to fulfil their responsibilities to respect these human rights even where the state does not protect them.</p> <p>Fairtrade International promotes the rights of freedom of association and collective bargaining and considers independent and democratic trade unions the best means for achieving this.</p>
Year 0	Core	<p>3.4.1 Your company must not punish, threaten, intimidate, harass or bribe union members or representatives, nor discriminate against workers for their past or present union membership or activities, and must not base their hiring on not joining or giving up their union membership.</p> <p>Guidance: Examples of punishment include terminating, transferring, relocating, downgrading or demoting workers, denying them the opportunity to work overtime, reducing their wages, benefits, or opportunities for vocational training, or changing their conditions of work. Further, employers shall not offer workers incentives to refrain from joining a union or engaging in union activities.</p>
Year 0	Core	<p>3.4.2 Your company must:</p> <ul style="list-style-type: none"> • Respect the right of all workers to form or join trade unions; • Respect the right of workers to bargain collectively in practice; • Not engage in any acts of anti-union discrimination or in any acts of interference; • Not deny access rights for trade unions; • Accept that it has a duty to bargain in good faith with unions; • Inform the workforce about the local point of contact and posts relevant contact information in the workplace for workers to see and understand. <p>Your company must not deny these rights in practice, and your company must not have opposed any of these rights in the last 2 years prior to application for certification.</p> <p>Guidance: If there has been any opposition to these rights within two years prior to application for certification, your company will not qualify for certification unless you can demonstrate that the circumstances have changed substantially, for example a change of management responsible for prior violations and a full remediation of violations committed.</p> <p>The local point of contact designated by Fairtrade International, and agreed by the regional Producer Network, is intended to support workers in knowing and understanding their rights, and can support workers to establish and operate trade unions. This contact point will be made available by Fairtrade producer services teams.</p>
Year 0 New 2014	Core	<p>3.4.3 Your company must actively accept the conditions in requirement 3.4.2 by signing the Freedom of Association protocol provided by Fairtrade International in Annex 3 to this Standard.</p> <p>In case the ownership or senior management of a company changes, the FoA protocol</p>

		must be signed by the new owners/management within 3 months.
Year 0 New 2014	Core	<p>3.4.4 Workers' right to unionise guarantee, which is included in the Freedom of Association protocol, must be communicated to workers by at least:</p> <ul style="list-style-type: none"> • Translating it into the appropriate languages • Displaying it publically in the workplace. <p>Guidance: This requirement enables your company to ensure workers' Freedom of Association rights are clearly communicated and understood by all employees. This demonstrates your company's commitment to adopting an open and positive attitude to workers organizing themselves.</p>
Year 0 New 2014	Core	<p>3.4.5 In situations where workers are not represented by a trade union recognized for collective bargaining with the company, management must allow representatives of trade union organizations that represent workers in the sector or region to meet with workers on company premises at agreed times so that the trade union representatives can inform the workers about trade unions. Workers may also choose to meet with these trade union representatives at any other location. Times and locations of these agreed meetings must be reasonable and management must not interfere in any way with, nor conduct any surveillance of these meetings.</p> <p>Where workers are not included in a collective bargaining relationship, the certification body will determine whether there was any intimidation or coercion involved in this decision.</p> <p>Guidance: A trade union is a permanent organization established to represent workers, including through collective bargaining over the terms and conditions of their work. The legitimacy of a trade union is determined by the extent that it is independent and controlled by its members.</p> <p>The local point of contact designated by Fairtrade International can support workers and facilitate meetings between workers and trade unions (see 3.4.2).</p>
Year 0	Core	<p>3.4.6 There must be some form of democratically elected and independent workers' organization established to represent workers in the company and negotiate with management.</p> <p>Workers must take the initiative themselves and must be allowed to organize independently of management. Management is expected to provide the opportunity to workers to organize, but they must not interfere in the process nor directly or indirectly conduct elections related to the formation, recognition or governance of this organization.</p> <p>Your company must respect the self-organization of workers by engaging with representatives of these organizations through regular dialogue.</p> <p>Guidance: If workers wish to establish a trade union in the workplace, the company is expected to provide the necessary support to help further the capacity of those workers wishing to do so. Those workers will be afforded, within reason, paid time off to attend those capacity building activities. See requirement 1.1.6 on allocation of resources and time for such activities. The local point of contact can support workers to organize and enter a process of collective bargaining (see 3.4.2).</p>
Year 0	Core	<p>3.4.7 Your company must allow access to trade union representatives in order to communicate about unionisation and/or to carry out their representative functions at an agreed time and place. These meetings must take place without management interference or surveillance.</p> <p>Guidance: Time and place for these meetings have to be agreed in advance. Workers should always be allowed to attend union meetings during scheduled breaks and outside of working time.</p>
Year 0	Core	<p>3.4.8 Your company must not interfere in any way with the freedom of association by controlling or obstructing trade unions or elected worker representatives or supporting</p>

		<p>one workers' organization over another.</p> <p>Guidance: Interference could include supporting workers' organizations by financial or other means, or making promises or threats that influence workers to join or not join certain workers' organizations.</p> <p>Supporting one organization over another could include negotiating with one while excluding another or providing facilities for one and not for another.</p>
Year 0	Core	<p>3.4.9 Your company must ensure that elected worker representatives:</p> <ul style="list-style-type: none"> • Have access to all workers in the workplace during working time without interference or the presence of management representatives and at agreed times, on average every three months; • Can meet among themselves during regular working hours, at least once a month for one hour; • Meet representatives of senior management during working hours at least once every 3 months. These meetings must be scheduled on a regular basis and must be documented. <p>Guidance: While regular meetings can be held during work time, this should be within reasonable limits and not be abused. Time constraints should not jeopardise exercising the right to organize. See 1.1.6 for allocation of resources for these meetings.</p> <p>'Senior management' means those empowered to take decisions. Meetings with senior management serve to discuss workers' grievances and management's concerns. It is recommended that workers are encouraged to share their opinions in regular work meetings with their supervisor to resolve mutual concerns informally and prevent escalation.</p>
Year 0	Core	<p>3.4.10 Results of the meetings with senior management (see 3.4.9) must be signed and must be made available following the meeting by posting them visibly in the main language(s) spoken in the workplace.</p>
Year 1	Core	<p>3.4.11 In countries where a Collective Bargaining Agreement (CBA) is agreed for the sector in which your company does business, your company must sign and adhere to this agreement. Collective bargaining at the company level may take place even if a sector-wide collective agreement exists, however company level agreements must not provide lesser terms and conditions than the sector-wide agreement.</p>
Year 1	Core	<p>3.4.12 If there is no CBA in place, your company must proactively engage in a process to enter into a collective agreement with elected worker representatives. Your company should not refuse any genuine opportunity to bargain collectively with workers.</p> <p>Negotiations can take place with a recognized trade union or with elected worker representatives in the absence of a trade union, but only where such elected worker representatives are provided for by law and are legally authorized to bargain (see 3.4.6).</p> <p>In cases where workers have freely and specifically decided to not form or join a trade union and are not otherwise legally authorized to collectively bargain, then the collective bargaining requirement is waived. In these situations the certification body will determine whether there was any intimidation or coercion involved in this decision (see 3.4.4). The decision cannot be the result of any vote in which management was in any way involved.</p> <p>Guidance: Trade unions have the right, through collective bargaining or other lawful means, to seek to improve the living and working conditions of those members the trade unions represent. Employers shall respect this right by accepting that there is a duty to bargain in good faith where workers want to exercise this right. Accepting the duty to bargain means that the company shall accept reasonable times and venue for bargaining, participate in meetings, give serious consideration and a response to proposals, and provide reasons for its responses. Moreover, the companies should make every reasonable attempt to reach agreement.</p> <p>A negotiated agreement between a recognized trade union or elected worker</p>

		<p>representatives and management should cover the topics normally covered by a CBA. This should at least include salary levels, an employment manual, work time, vacation regulations and overtime. The local point of contact can act as a facilitator in this process (see 3.4.2).</p> <p>It is recommended that salaries are negotiated between management and the trade union through a benchmarking system (taking into account salaries and other benefits of comparable businesses) and in relation to the additional income a company realises through Fairtrade.</p> <p>If no union is present, management and the elected workers' representatives can begin a dialogue with the national union federation(s) for the respective sector and the Global Union Federation (or appropriate International Trade secretariat) about improvement of the workers' representation and implementing a CBA.</p>
<h3>3.5 Conditions of Employment</h3>		
		<p>Intent and Scope</p> <p>This section intends to ensure good practices regarding the payment of workers and their conditions of employment based on ILO Conventions C95 (Protection of Wages Convention), C100 (Equal Remuneration Convention), and C110 (Conditions of Employment of Plantation Workers Convention).</p> <p>This section also intends to ensure good practices regarding sick leave, social security, maternity protection and workers' housing based on ILO Conventions C102 (Social Security (Minimum Standards) Convention), Part III, C121 (Employment Injury Benefits Convention), C130 (Medical Care and Sickness Benefits Convention), C183 (Maternity Protection Convention) and ILO Recommendation R115 (Workers' Housing Recommendation).</p>
Year 0	Core	<p>3.5.1 Your company must set wages for workers and other conditions of employment according to legal or CBA regulations where they exist, or at regional average wages or at official minimum wages for similar occupations; whichever is the highest, with the intention of continually increasing salaries (see 3.5.4).</p> <p>Your company must specify wages for all employee functions and employment terms, such as piecework.</p> <p>Guidance: National laws and applicable CBA terms need to be complied with especially if they exceed this Standard. However, this Standard applies if it goes beyond those laws and terms.</p>
Year 0	Core	<p>3.5.2 Your company must not make deductions from salaries unless they are permitted by national laws, fixed by a collective bargaining agreement or the employee has given his/her written consent.</p> <p>If your company makes deductions from salaries for services it provides, the amounts must be in line with the actual costs incurred by your company, and they must not be used for disciplinary purposes.</p> <p>Guidance: An example of deductions for services provided includes housing, and in some cases Premium loan repayments are deducted from the payroll.</p>
Year 0	Core	<p>3.5.3 For work based on production, quotas and piecework, during normal working hours, your company must pay the equivalent to average hourly waged work based on a manageable work load. This must not be below a proportionate minimum wage or the relevant industry average, whichever is higher. Information about this pay rate must be transparent and available for all workers and worker organizations.</p>
Year 1	Core	<p>3.5.4 If remuneration (wages and benefits) is below living wage benchmarks as</p>

		<p>established by Fairtrade International, your company must ensure that real wages are increased annually to continuously close the gap with living wage.</p> <p>Wage increments must be negotiated with elected worker representatives considering the living wage.</p> <p>Guidance: Real wages refers to wages that have been adjusted for inflation. The real wage increase is intended to raise wage levels to an eventual living wage. Once a living wage is reached, wage increases are expected to continue to keep up with inflation. Negotiations on annual wage increases do not have to take place every year, as long as real wages increase every year. Negotiations can take place according to industry practice, for instance every year, every two or even three years, depending on the term of the wage agreement.</p> <p>If wages are set at a regional or sector level in such a way that the gap with living wage is not closed by regular increments, the employer can satisfy this requirement by increasing other forms of remuneration as long as this is agreed by elected worker representatives.</p> <p>Fairtrade defines a 'living wage' as the remuneration received for a standard work week by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transport, clothing, and other essential needs including provision for unexpected events.</p> <p>'Remuneration' consists of wages, other monetary benefits and in-kind benefits.</p> <p>If the company is in a financial crisis or if Fairtrade sales are not sufficient to justify an increase toward a living wage, wage increases will, at least, cover inflation until the situation is resolved.</p>
Year 0	Core	<p>3.5.5 Your company must make payments to workers at regularly scheduled intervals and must document the payments with a payslip containing all necessary information. Payments must be made in legal tender.</p>
Year 0	Core	<p>3.5.6 Your company must have a legally binding written contract of employment with all permanent workers, signed by worker and employer that includes at least the following: job description, working hours, pay rate, overtime regulation, social benefits entitlements and deductions, annual paid leave, protection of the worker from loss of pay in the case of illness, disability or accident, and a notice period for termination that is the same as the notice period for the employer.</p> <p>Guidance: As guidance to draft the contracts, your company can use sector specific contracts guidance where applicable. Other details from the collective bargaining agreement can also be included.</p>
Year 1	Core	<p>3.5.7 Temporary workers who are employed for a period of 3 months or more of uninterrupted service must have a legally binding written contract of employment with a job description, signed by employee and employer. In which case 3.5.8 also applies.</p> <p>In the case of dissolution of the contract, the notice period must be identical for employer and employee.</p> <p>Guidance: The contract safeguards the workers from loss of pay in the case of illness, disability and accident.</p>
Year 0	Core	<p>3.5.8 Your company must ensure that all workers are aware of their rights and duties, responsibilities, salaries, and work schedules as part of the legal labour contract.</p> <p>You must ensure that workers have a signed copy of their employment contract and that they understand the content by providing it in a format and language they understand.</p>
Year 0	Core	<p>3.5.9 Your company must comply with applicable national and local legislation and</p>

		<p>industry standards regarding working hours and overtime regulations. Your company must not require workers to work in excess of 48 hours per week on a regular basis.</p> <p>Guidance: Exceptions to the 48 hour requirement are possible when workers are 'on call'. Premium rates apply for overtime (see 3.5.12).</p>
Year 0	Core	<p>3.5.10 Your company must allow workers at least one day of rest for every 6 consecutive days worked, unless exceptional circumstances apply.</p> <p>For exceptional circumstances, your company must request an exception from the certification body, which will only be granted for one calendar year. An exception granted by the certification body must be communicated to workers and cannot be in contradiction with national legislation. It is your company's responsibility to ensure being in compliance with the labour legislation in your country.</p> <p>An exception is valid for a maximum of 12 weeks per calendar year. It will not allow workers to work more than 14 hours per day or more than 72 hours per week or more than 18 continuous working days without rest.</p> <p>Guidance: Exceptional circumstances are, for example, peak production periods or changing weather conditions.</p>
Year 0	Core	<p>3.5.11 Your company must not require its workers to work overtime. Overtime is allowable if it is voluntary and not used on a regular basis and does not extend over a period of more than 3 consecutive months. It must not exceed 12 hours per week, unless exceptional circumstances apply (see 3.5.10). In all cases overtime rates apply (see 3.5.12).</p> <p>National legislation must be complied with if it exceeds this requirement.</p> <p>Guidance: Exceptional circumstances are for example peak production periods or changing weather conditions.</p>
Year 0	Core	<p>3.5.12 Your company must compensate overtime at a premium rate. The premium rate must be paid at a factor of 1.5 for work performed on regular workdays, and for work performed on the regional day of rest public holidays and night work a premium at a factor of 2 must be paid, unless otherwise defined by national legislation, by CBA or by agreements with unions.</p> <p>If your company compensates overtime by the allocation of time off work, your company must apply the premium factor.</p>
Year 0	Core	<p>3.5.13 Your company must grant workers at least 2 weeks of paid leave per year at minimum, not including sick and casual leave. Periods of annual leave must be in line with national legislation and/or with agreements detailed in a specific or sectorial CBA, if either of these exceeds 2 weeks.</p> <p>Guidance: 'Week' means a calendar week.</p>
Year 0	Core	<p>3.5.14 Your company must grant and respect lunch and work breaks.</p>
Year 0	Core	<p>3.5.15 Your company must put in place a regulation on regular sick leave and sick leave caused by employment injury. The regulation must ensure that workers are protected from being dismissed during temporary sick leave. It must also guarantee the worker some form of income during sick leave. It must not deduct sick leave from annual leave.</p> <p>The regulation must be at least according to national legislation.</p> <p>Guidance: It is recommended that your company grants at minimum 5 days paid sick leave per year.</p>
Year 0	Core	<p>3.5.16 Your company must grant its workers at least eight weeks of maternity leave with compensation consistent with national laws or not less than 2/3 regular pay,</p>

		<p>whichever is higher, not including annual leave and not incurring any loss or privilege on account of such a leave. Your company must not terminate the employment of a woman during her pregnancy or maternity leave, except on the grounds unrelated to the pregnancy or birth of the child.</p> <p>National legislation must be complied with if it exceeds this requirement.</p> <p>Guidance: 'Week' means a calendar week.</p>
Year 3	Dev	<p>3.5.17 If maternity leave is less than 12 weeks, your company must increase it by one week each year until 12 weeks is reached, with compensation consistent with requirement 3.5.18.</p> <p>National legislation must be complied with if it exceeds this requirement.</p>
Year 0	Core	<p>3.5.18 Your company must grant nursing mothers one or more daily breaks during paid working time, or a daily reduction of hours of work, to breastfeed her child for up to 9 months after the birth.</p>
Year 0	Core	<p>3.5.19 Your company must provide legal social security for all workers.</p> <p>Guidance: See 3.5.21 for equivalent benefits for migrant and seasonal/temporary workers.</p>
Year 3	Dev	<p>3.5.20 Your company must work towards all permanent workers having a provident fund or pension scheme.</p> <p>National legislation must be complied with if it exceeds this requirement.</p> <p>Guidance: See 3.5.21 for equivalent benefits for migrant and seasonal/temporary workers.</p>
Year 1	Core	<p>3.5.21 Local and migrant, seasonal/temporary and permanent workers must receive equivalent benefits and employment conditions for equal work performed.</p> <p>In cases where equivalent benefits, such as a pension scheme or social security, cannot be made available to a set of workers, e.g. migrant or temporary/seasonal workers, these workers must receive the equivalent or an alternative through other means.</p>
Year 0	Core	<p>3.5.22 All regular work must be undertaken by permanent workers. Time-limited contracts and subcontracting are permitted during peak periods, in the case of special tasks and under special circumstances.</p> <p>Your company must not use production, quotas and piecework employment as a means to avoid time-bound contracts.</p> <p>Guidance: Only temporary work that is added to usual work levels during peak seasons may be undertaken by seasonal/temporary workers. 'Regular work' refers to tasks that are steady in the cultivation of the Fairtrade crop and excludes all seasonal work. 'Temporary work' refers to special tasks that are undertaken occasionally or seasonally.</p>
Year 1	Core	<p>3.5.23 Your company must undertake all standard contracting of seasonal/temporary workers for the Fairtrade production directly rather than through a subcontractor.</p> <p>Guidance: See 3.5.24 for subcontracting of non-regular work.</p>
Year 1	Core	<p>3.5.24 Your company may only subcontract workers for non-regular work, or in special circumstances, if you are unable to contract directly. When subcontracting does take place the following rules must be followed as closely as possible:</p> <p>Where a subcontractor is to be used, you as management must develop appropriate selection criteria to help decide on appointment. Prior to any signing of a contract with a subcontractor, your company must have seen and approved its credentials.</p> <p>Subcontractors must be able to provide services that comply with national legislation,</p>

		<p>ILO Convention 181 (Private Employment Agencies Convention) and with specific criteria in this Standard in chapter 3 on Labour Conditions regarding wages, contracts and working hours (req. 3.5.1, 3.5.8, 3.5.9), Freedom of Association (req. 3.4.1, 3.4.8), forced and bonded labour (req. 3.2.1), child labour (req. 3.3.1, 3.3.2), discrimination (3.1.1) and health and safety (3.6.1).</p> <p>In addition, the subcontractor must commit by contract between your company and the contractor to comply with these requirements and agree to be subject to audits if found appropriate by the certification body.</p> <p>Guidance: 'Non-regular work' is work that is considered to be outside of the core operations of the company.</p>
Year 1	Core	<p>3.5.25 If your company subcontracts workers, you must have records of contracted workers (from the contractor) that indicate the number of workers, their payment and their working hours.</p>
Year 0 New 2014	Core	<p>3.5.26 If your company actively recruits workers from other regions within your country or from other countries, your company must ensure that the recruitment practices of any agency or person involved comply with the requirements detailed in 3.5.24. Your company must pay any recruitment or agency and visa fees incurred. Your company must also pay travel costs for these workers to and from their home country or region at the onset and end of their work period, if the work period is less than one year.</p>
Year 0	Core	<p>3.5.27 Your company must have a grievance procedure in place which is communicated to workers that:</p> <ul style="list-style-type: none"> • Allows workers to file complaints directly and anonymously; • Allows for direct and anonymous third party complaints; • Ensures resolutions are decided and remediation implemented in a timely manner; • Protects workers who file complaints from retaliation; • Reports fully to complainant and allows for an appeals process. <p>The company must ensure that workers are fully aware and understand the procedure and are aware that they have the right to be heard and the right to appeal to an independent party.</p> <p>The grievance procedure must also include a procedure for cases of sexual harassment. Grievances regarding sexual harassment should be designated to specially appointed women or women's committees, linked to a female senior manager when possible and with direct access to the Chief Executive. The same principles apply in case of sexual harassment of groups other than women.</p> <p>This grievance procedure must be in accordance with national legislation.</p> <p>Guidance: A grievance procedure is a procedure for conflict resolution. Workers' representatives should be trained on this procedure and play an active role in putting the procedure in place. Any grievances submitted are investigated and followed up and documented.</p>
Year 3	Core	<p>3.5.28 If your company provides housing for permanent, migrant, seasonal/temporary or former workers, it must be such as to ensure structural safety and reasonable levels of decency, privacy, security and hygiene, and includes regular upkeep and improvement of housing and related communal facilities. If sanitary facilities are shared, a reasonable number of toilets and bathing facilities with clean water, per number of users, and according to regional practice, must be available.</p> <p>National or state regulation must be complied with in all cases and regional norms should be considered.</p> <p>If your company charges rent for housing it must be according to local averages. If your company provides the majority of general workers with basic housing, for free, you must compensate workers who are not able to receive free housing with an allowance that will enable them to afford to rent a house of the same standard. Workers must have the</p>

		<p>freedom to be able to choose if they want to be housed on the farm or not.</p> <p>Guidance: Housing should only be provided for workers where farms are located far from normal centres of population, is not available in sufficient quantity, or where the nature of the employment requires that the worker should be available at short notice. The requirement and guidance are based on international labour standards. Guiding principles for adequate and decent housing to provide a suitable living environment for workers should aim to ensure:</p> <p>For family housing and dormitories</p> <ul style="list-style-type: none"> • Enough natural light during the daytime and access to sufficient artificial light, to be able to read by; • Ventilation that ensures sufficient movement of air in all conditions of weather and climate, and in the case where there is an interior fire for heating or cooking; • A supply of safe potable water that is enough for drinking and eating requirements; • Sanitary facilities that provide privacy, hygiene, and are sufficient in number; • Drainage that ensures hygiene and avoids environmental pollution; • Fire safety measures; • Safe electrical installations where they exist. <p>For dormitories (generally considered short term housing solutions):</p> <ul style="list-style-type: none"> • Separate accommodation of the sexes; • A separate bed for each worker; • Adequate headroom, providing full and free movement; • The minimum inside dimensions of a sleeping space should be at least 198 centimetres by 80 centimetres; • Beds should not be arranged in tiers of more than two; • Bedding and bedframe materials should be designed to deter vermin; • Heating where appropriate; • Adequate furniture for each worker to secure his or her belongings. <p>In order to meet workers' privacy needs, it is recommended management agrees with the workers on how their privacy requirements can be realised.</p> <p>For further details on housing, please see the ILO Helpdesk Factsheet No. 6, 2009 on workers housing.</p>
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3.6 Occupational Health and Safety

		<p>Intent and scope</p> <p>This section intends to prevent work-related accidents by minimizing hazards in the work place. It is based on ILO Conventions C155 (Occupational Safety and Health Convention) and C184 (Safety and Health in Agriculture Convention) and ILO Recommendation R164 (Occupational Safety and Health Recommendation).</p> <p>This section also intends that the health and welfare of workers is ensured based on ILO C077 and C078 (Medical Examination of Young Persons (Industry and Non-Industrial Occupations) Conventions) and R102 (Welfare Facilities Recommendation).</p>
Year 0	Core	<p>3.6.1 Your company must make work processes, workplaces, machinery and equipment on the production site as safe as possible and minimize any inherent health risks by adequate control.</p> <p>To ensure safety:</p> <ul style="list-style-type: none"> • Risk areas and potential hazards must be clearly identified by warning signs in appropriate languages and include pictograms if possible; • Safety instructions and procedures including accident prevention and response must be in place and communicated to staff; • All hazardous machinery and equipment must be equipped with adequate

		<p>safety devices;</p> <ul style="list-style-type: none"> • Protective guards must be placed over moving parts; • Safety equipment must be provided to all workers who must be instructed and monitored in its proper use; • Equipment for chemical spraying must be stored properly. <p>Guidance: In accordance with the regulation of subcontractors the management is held responsible for the safety of the machinery of all subcontractors.</p>
Year 0	Core	<p>3.6.2 Your company must appoint a Health and Safety Officer to be in charge of occupational health and safety matters.</p> <p>The company's senior management is responsible for ensuring that the H&S Officer is adequately trained for the job and have a job description which includes the following responsibilities: implementing, suggesting, planning and monitoring measures to improve health and safety on the site and for informing and training workers on H&S.</p> <p>Guidance: The H&S Officer is not necessarily hired exclusively for this task and may have other duties and responsibilities within the company.</p>
Year 1	Core	<p>3.6.3 Your company must establish an occupational Health & Safety Committee with workers' representation. The H&S Committee must hold regular meetings with the H&S Officer to discuss health and safety in the workplace.</p> <p>Guidance: The committee should reflect the composition of the workforce and include a fair representation of women. The H&S Officer performs his/her duties in close co-operation with this committee and evaluates its complaints and suggestions for improvements.</p> <p>The committee is active in communicating with workers on issues of health and safety and is making suggestions for improvements to the H&S Officer.</p> <p>This requirement does not apply to small companies unless otherwise required by national legislation.</p>
Year 3	Dev	<p>3.6.4 Your company must carry out regular H&S risk assessments jointly with workers and their H&S representatives (see 3.6.3), and adapt safety measures accordingly.</p> <p>Guidance: This requirement does not apply to small companies unless otherwise required by national legislation.</p>
Year 0	Core	<p>3.6.5 All information, safety instructions, re-entry intervals and hygiene recommendations regarding hazardous work must be displayed clearly in a visible place in the workplace in the language(s) understood by workers and with pictures.</p>
Year 0	Core	<p>3.6.6 Your company must regularly train workers and their representatives in the basic requirements of occupational health and safety, relevant health protection and first aid, at least once per year.</p> <p>Records must be kept of these training activities indicating information on topics, time, duration, names of attendees and trainers.</p> <p>Guidance: The training includes making workers aware of their right to remove themselves from unsafe situations without being penalized for doing so.</p>
Year 0	Core	<p>3.6.7 Your company must appropriately train workers that are engaged in any potentially hazardous work according to the tasks they carry out. The training must cover health and environmental risks of the products workers handle, if applicable, and enable them to take correct emergency actions in case of an accident.</p> <p>Records must be kept of these training activities indicating information on topics, time, duration, names of attendees and trainers.</p> <p>Guidance: Hazardous work includes, but is not limited to spraying, and working with</p>

		hazardous chemicals as well as operating vehicles and machinery such as forklift trucks and hydraulic presses and working at heights.
Year 0	Core	3.6.8 Your company must provide clean drinking water close by for all workers and clearly label drinking water facilities as such. If water purity has been identified as a risk, drinking water must be analysed at least twice a year to correspond with seasonal variations.
Year 0	Core	3.6.9 Your company must provide clean toilets with hand washing facilities close by, changing rooms for all workers, and clean showers for workers who handle pesticides, and lockable storage facilities where requested. These facilities must be separate for women and men and the number of facilities must be in proportion to the number of workers (minimum proportion is 1:25). Your company must also provide clean hand washing facilities close to the canteen. All facilities must be cleaned regularly and equipped with covered drains and pipes.
Year 6	Dev	3.6.10 Your company must provide suitable areas where workers can rest, and canteens with cooking facilities where necessary and if requested. Guidance: Rest areas that are separate for men and women should be provided where requested by workers. Canteens are not required for small companies.
Year 0	Core	3.6.11 Your company's premises and surroundings must be free of obvious defect and maintained in a safe, clean and, where necessary, hygienic condition at all times. Guidance: In particular, all finished goods, inventory and storage materials are kept in a clean and hazard proof state and easily accessible.
Year 0	Core	3.6.12 All your company's indoor workplaces must have adequate lighting, heating and ventilation appropriate for the local weather conditions.
Year 0	Core	3.6.13 Electrical equipment, wiring and outlets in the company's facilities must be properly placed, grounded and inspected for overloading and leakage by a professional on a regular basis.
Year 0	Core	3.6.14 Your company must provide properly marked fire exits, escape routes, firefighting equipment and fire alarms for every indoor workplace, according to industry standard. Fire exits and escape routes must be kept clear from obstacles allowing for swift and safe exit in case of an emergency.
Year 0	Core	3.6.15 Your company must regularly train new and existing staff in evacuation procedures.
Year 0	Core	3.6.16 Your company must provide adequate emergency first aid facilities, equipment and appropriately trained first aid staff to meet all reasonably foreseeable emergency first aid situations. A reasonable number of workers (in relation to the total number of employees and the nature of their work) must receive regular training in first aid. Guidance: Adequate emergency first aid equipment includes suitably stocked first aid boxes which are quickly accessible at all times.
Year 0	Core	3.6.17. The H&S Officer must compile reports on work accidents and subsequent first aid measures.
Year 0	Core	3.6.18 Your company must provide access to appropriate healthcare in case of work-related illness or injury. Guidance: Access to appropriate healthcare means guaranteeing free transportation to the nearest hospital during working hours, or providing free onsite permanent medical support during working hours, which is able and equipped to deal with accidents and

		acute poisoning.
Year 0	Core	<p>3.6.19 Your company must provide adequate quality personal protective equipment (PPE) to workers handling hazardous chemicals and ensure that workers are trained and use the equipment properly (see 4.2.4).</p> <p>Workers must always use such equipment.</p> <p>Guidance: This applies to all workers, including temporary and seasonal workers. Adequate quality protective equipment means protective clothing that limits exposure to hazardous chemicals and that replacements are ordered and distributed in due time. The pesticide product labels provide guidance on the type of PPE that should be used when mixing, applying, and spraying chemicals.</p>
Year 0	Core	<p>3.6.20 PPE and equipment that is used to apply pesticides and other hazardous chemicals must be cleaned after each use in a dedicated area.</p> <p>PPE must be stored separately in order to avoid contamination from pesticides, and workers must never take it to their homes.</p>
Year 0	Core	<p>3.6.21 Workers engaged in handling any potentially hazardous chemicals must be examined regularly, at least once a year, by a medical doctor.</p> <p>These examinations must be free and confidential to the respective worker.</p> <p>Guidance: Medical records should be held confidential by the medical practitioner. Anonymised medical data are to be reported to the employer to be used in managing health and safety. Personal medical information is not to be disclosed to the employer without consent from the employee.</p> <p>The frequency of examinations depends on the level of exposure to chemicals.</p>
Year 0	Core	<p>3.6.22 The following persons must not be engaged in any potentially hazardous work:</p> <ul style="list-style-type: none"> • persons younger than 18 years; • pregnant or nursing women; • persons with incapacitating mental conditions; • persons with chronic, hepatic or renal diseases; • persons with respiratory diseases. <p>Guidance: A medical examination for workers engaged in potentially hazardous work is recommended to ensure they are fit for this type of work.</p>
Year 0	Core	<p>3.6.23 All chemical handlers</p> <ul style="list-style-type: none"> • must be thoroughly instructed and trained at regular intervals by a recognised institution or by specialists in the safe application and the risks of pesticides and chemicals. Safety instructions on the product label must be followed; • must be relieved periodically from spray operations according to a job rotation scheme; • must rinse off all equipment after spraying and wash their personal protective equipment before undressing; • must shower after spraying; • must control and change the filters of their respirators regularly. A check-list shall be used to carry out this task; • must properly calibrate spray equipment.
Year 0	Core	<p>3.6.24 After spraying pesticides, the applicable re-entry intervals as defined by the manufacturer must be strictly followed. In the absence of a re-entry interval defined by the manufacturer or in case the manufacturer does not refer explicitly to cultivation practices used by the company (such as use of greenhouses) conditions the following re-entry intervals based on World Health Organization (WHO) acute toxicity categories apply:</p>

		<ul style="list-style-type: none"> • Highly hazardous pesticides (WHO Ib): 24 hours; • Moderately hazardous pesticides (WHO II): 12 hours; • Slightly hazardous pesticides (WHO III): 6 hours. • Unlikely hazardous pesticides (WHO U): 4 hours. <p>In all cases, the full re-entry interval must be observed and the foliage must be completely dry before re-entering.</p> <p>The calculation of the re-entry interval starts at the end of the spraying. During the re-entry interval access to the area must not be allowed and is marked by signs.</p>
Year 0	Core	<p>3.6.25 Your company must provide proper tools and suitable work clothes for all workers appropriate to their tasks, and replace them regularly free of charge.</p> <p>Guidance: For tasks related to the handling of hazardous chemicals, this requirement applies to companies of all sizes, and work clothes refer to adequate personal protective equipment (PPE).</p> <p>This requirement does not apply to small companies for tasks that are not related to the handling of hazardous chemicals, unless otherwise required by national legislation.</p>
Year 3	Dev	<p>3.6.26 Your company must provide free occupational healthcare to the workforce.</p>
Year 0	Core	<p>3.6.27 Your company must appoint and identify to the workforce a Medical Officer responsible for healthcare and protection. The Medical Officer must be qualified for the job, for example a trained health worker, nurse or physician. He/she is responsible for suggesting, planning and monitoring measures to improve medical care and protection of health within the company.</p> <p>Guidance: The Medical Officer is not necessarily hired exclusively for this task but may have other duties and responsibilities within the company.</p> <p>This requirement does not apply to small companies unless otherwise required by national legislation.</p>
Year 0	Core	<p>3.6.28 The Medical Officer must maintain full continuously updated documentation on sickness and accidents and propose actions to reduce these where possible.</p> <p>Guidance: Proposed actions should be based on H&S risk assessments (see 3.6.4).</p>
Year 1	Core	<p>3.6.29 Your company must offer regular examinations and check-ups by a medical doctor to all workers on a voluntary basis at least every three years. Any findings must be communicated to the worker confidentially and in a readily understandable form.</p> <p>Individual health records must be established for all workers at the beginning of their employment. These records must be kept confidential and management must not have access to them.</p> <p>Guidance: Medical records should be held confidential by the medical practitioner. Anonymised medical data are to be reported to the employer to be used in managing health and safety. Personal medical information is not to be disclosed to the employer without consent from the employee.</p> <p>This requirement does not apply to small companies unless otherwise required by national legislation.</p>
Year 3	Dev	<p>3.6.30 Your company must provide workers with free and regular medical care and advice, which is offered at the workplace at fixed times during working hours.</p> <p>Your company must establish an on-site dispensary, where legally allowed, with adequate equipment and a stock of basic medicines for the treatment of most common diseases and acute poisoning with professional health personnel (e.g. doctor, nurse, health worker) present according to a timetable displayed at the dispensary.</p> <p>If there is no doctor in regular attendance at the dispensary, your company must sign a</p>

		<p>contract with a doctor who is paid for by the company to whom patients are referred and who carries out medical check-ups and advises and supervises your company nurse or health worker.</p> <p>Guidance: This requirement does not apply to small companies unless otherwise required by national legislation.</p>
Year 6	Dev	<p>3.6.31 Your company must establish and implement a policy to prevent and deal with major contagious diseases in place, including a reporting structure for the incidence of epidemics. This policy must take the local context (e.g. regarding HIV/AIDS) into particular account.</p>

4. Environmental Development		
		<p>Intent and scope</p> <p>The intent of this section is to ensure that your company has agricultural and environmental practices that contribute to a more sustainable production system where risks to health and the environment are minimized. Protecting and enhancing biodiversity in the farm and in adjacent areas supports the objective of a more sustainable production system.</p>
4.1 Environmental Management		
		<p>Intent and scope</p> <p>This section intends to ensure coordinated action and capacity building in your company and among workers to achieve the goal of a more sustainable production system.</p> <p>The requirements in this section apply to the company producing Fairtrade crops.</p>
Year 0	Core	<p>4.1.1 A person within the company must have responsibility to lead the operational steps required to comply with the requirements in section 4, Environmental Development.</p>
Year 0	Core	<p>4.1.2 Your company must define and implement a procedure to raise awareness among your workers in relation to the requirements in section 4, Environmental Development.</p>
4.2 Pest Management		
		<p>Intent and scope</p> <p>This section intends to minimize risks from the use and handling of pesticides by encouraging a reduction in the amounts of pesticides used, promoting the use of the least toxic pesticides as economically and technically feasible, and implementing and improving an integrated pest management system.</p> <p>Pest management requirements are applicable to all crops that the organization is certified for and also to the fields where they are grown.</p> <p>This mean that the use of forbidden pesticides on the certified crop(s), even if not intended for the Fairtrade market, is not allowed.</p>
Integrated Pest Management		
Year 0	Core	<p>4.2.1 Your company must have access to and receive guidance from an expert in integrated pest management (IPM).</p> <p>Guidance: The advisor does not have to be employed by your company, but the</p>

		company must have the available and relevant information to be able to implement the elements of integrated pest management. This can include know-how regarding alternative controls other than pesticides, preventive measures and monitoring pests and diseases.
Year 0	Core	<p>4.2.2 Your company must implement at least one alternative control other than pesticide application and at least one preventive measure to avoid pest development in order to demonstrate control against pest and disease in the Fairtrade crop.</p> <p>Guidance: ‘Alternative controls’ refer to methods other than the use of chemical pesticides. These can include biological controls such as the introduction of natural enemies or physical controls such as sticky traps to capture pests, as well as other means that aim to reduce and/or control the population of pests and diseases.</p> <p>‘Preventive measures’ refer to the use of cultivation techniques that may inhibit the presence or the effects of pests and diseases. These can include crop rotation, use of groundcover, application of compost to the soil, removing plant parts infected with pests, removing plants that may host pests and intercropping.</p>
Year 0	Core	<p>4.2.3 Your company must monitor the main pests and diseases of the Fairtrade crop, and must establish a level of damage beyond which the need to use chemical pesticides is justified. The company must avoid the build-up of resistance to pesticides.</p> <p>Guidance: Knowing and understanding the characteristics of the main pests of the Fairtrade crop will improve decisions on methods of control. This includes knowing how the pest affects the crop, conditions that may put the crop at risk, which parts of the plant are affected, where the pest develops and possible host plants.</p> <p>By recording the presence of the pest in the fields your company is able to concentrate efforts in pesticide applications by doing spot treatments. Pesticide application decisions are based on pest monitoring.</p> <p>Avoiding build-up of resistance to pesticides may include an appropriate pesticide application program where modes of action are rotated. It is a good practice to document action mechanisms of pesticides used against a specific pest or disease.</p>
Proper use and handling of pesticides and hazardous chemicals		
Year 0	Core	<p>4.2.4 Your company must provide training in hazards related to pesticides and other hazardous chemicals during working hours to all workers handling these materials, and ensure that these chemicals are handled properly and proper PPE is used (see 3.6.19).</p> <p>Guidance: ‘Handling’ refers to transport, use, preparation, application, storage and disposal. Exposure may also be reduced by choosing certain formulations and modes of application. Further advice can be sought from the pesticide supplier or manufacturer.</p> <p>Periodic trainings on proper handling should be planned and implemented during working hours in order to provide updated information and to cover new workers.</p>
Year 0	Core	<p>4.2.5 Your company must ensure that all workers not directly handling pesticides or other hazardous chemicals are made aware of the hazards related to these materials.</p>
Year 0	Core	<p>4.2.6 Your company must not apply any pesticides or other hazardous chemicals near areas where there is on-going human activity (housing, canteens, offices, warehouses or the like). A buffer zone of at least 10 meters must be kept unless there is a barrier that reduces pesticide drift effectively.</p> <p>Guidance: The size of reduced buffer zones may depend on the density of the barrier or methods of application.</p>
Year 0	Core	<p>4.2.7 Your company must not apply pesticides or other hazardous chemicals by air above and around areas of on-going human activity or water sources. If spraying is outsourced to subcontractors your company must ensure that all spraying requirements</p>

		<p>are met.</p> <p>Guidance: When spraying is done aerially, buffer zones need to be larger than when spraying from the ground. To guarantee that buffer zones are respected, the company should identify places with human activity, rivers and other water sources on maps for pilots responsible for the spraying. If it is not possible to avoid spraying over small rivers or irrigation channels that flow within fields, these can protect by planting protective vegetation.</p>
Year 0	Core	<p>4.2.8 Your company must maintain storage of pesticides and other hazardous chemicals under conditions that minimize risks. The storage area must:</p> <ul style="list-style-type: none"> • be locked and accessible only to trained and authorised personnel; • be ventilated to avoid a concentration of toxic vapours; • have equipment, such as absorbent materials, to handle accidents and spills; • be adequately illuminated to allow the responsible person to read product labels properly; • be made of fireproof material; • not allow the storage of pesticides to be mixed with food, personal protection equipment or any other equipment or machinery; • have containers that are clearly labelled indicating contents, warnings, and intended uses, preferably in the original container when possible; and • contain information on the proper handling of pesticides (safety sheets). <p>Guidance: To further reduce risks your company is encouraged to store the least amount of stocks as practical depending on need, season, and distance to suppliers. It is good practice to keep the obsolete materials in the storage area until they can be disposed of safely.</p>
Year 0	Core	<p>4.2.9 Your company must be equipped to handle accidents, spills and potential accidents effectively in areas where pesticides or hazardous chemicals are prepared or mixed for use. In case a spill occurs, seepage into the soil or water supply must be avoided. The company must plan spraying in such a way as to have no or very little spray solution remaining.</p> <p>Guidance: Equipment to handle spills may be simple, such as absorbent material. Soil contaminated by the spill must be collected and should be stored until the proper disposal method is found. Your company should aim to involve chemical suppliers and/or local authorities in providing support on how to best handle this soil.</p>
Year 0	Core	<p>4.2.10 Your company must not reuse empty pesticide or hazardous chemical containers for water or food storage. Empty containers must be triple rinsed and the rinse water must be used in the mix of pesticides to be applied. Once triple rinsed, empty containers must be punctured and stored while awaiting disposal. All waste equipment that has been in contact with pesticides or hazardous chemicals must be cleaned and stored in a proper way.</p> <p>Guidance: Stored in a proper way means to reduce risk of hazards by keeping away from people, animals and water sources. 'Waste equipment' refers to other waste material that has been in contact with pesticides or hazardous chemicals, such as personal protection equipment (PPE), filters, measuring and application equipment. The company is encouraged to contact chemical suppliers and/or local authorities for disposing of these materials.</p> <p>Pesticide and hazardous chemical remnants are covered under requirements related to storage.</p>
Choice of pesticides used		
Year 0	Core	<p>4.2.11 Your company must not use materials on the Fairtrade International PML part 1 (Red List) on Fairtrade crop(s) (see annex 2). Only pesticides registered for use in the</p>

		<p>country can be used on the Fairtrade crops. Pesticides prohibited in the PML part 1 (Red List) must be clearly marked, 'Not for use on Fairtrade crops'.</p> <p>Guidance: The Fairtrade International PML has two parts, Part 1 (Red List) which includes a list of prohibited materials and Part 2 (Amber List) which includes a list of materials which will be monitored and by 2015 decided whether or not they will be included in the Red List. Your company is encouraged to stop using materials on the Amber List.</p> <p>Your company may use materials listed on the PML on crops that are not Fairtrade crops, but will be asked by auditors for which crops and pests they are being used. The company is encouraged not to use these materials on any of the crops as they are dangerous for health and the environment.</p>
Year 0	Core	<p>4.2.12 By derogation from 4.2.11, your company may apply certain materials from the Fairtrade International PML Part 1 (Red List). You may use materials only if you have previously requested to the certification body and received permission for determined materials and scope according to the PML part 1 (Red List). This requirement only applies when the certification body allows the use of a material specified in the Fairtrade International Red List of Materials by derogation. The permission is subject to your company having demonstrated, on the basis of credible evidence the need to use the materials, how the use is minimized and undertaken under appropriate health and safety conditions, and that an appropriate plan and record is in place to substitute these materials.</p>
Year 0	Core	<p>4.2.13 Your company must have a procedure in place to ensure that materials on the Fairtrade International PML part 1 (Red List) are not used on the Fairtrade crop.</p> <p>Guidance: The procedure describes any series of measures that are effective for your company.</p>
Year 0	Core	<p>4.2.14 Your company must decide to use herbicides based on the presence of weeds and lack of alternative controls. If used, herbicides should only be one element of an integrated strategy against weeds and used in spot applications.</p> <p>Guidance: In case herbicides are used in the production of Fairtrade crops, this use has to be justified by your company.</p> <p>Strategies may include activities to avoid favourable growing conditions for weeds, to bring competition to weeds or to promote alternative control measures such as mechanical weeding, manual weeding, using herbivores or biological control.</p>
Year 3	Core	<p>4.2.15 Your company must record pesticides used. Your company must indicate which of those materials are on the Fairtrade International Prohibited Materials List PML (Part 1 Red List and Part 2 Amber List; see annex 2). To be included at minimum is the name of person who applied the pesticides, name and amount of pesticide used, method of application, name of target pest or disease, date and site. There must be records for at least the last 12 months and based on this, goals of pesticide reduction or of maximum amounts used must be defined.</p> <p>Guidance: Recording pesticides will increase your company's awareness of the relationship between the amounts of pesticides used and the resulting impact it has on controlling pests by cross referencing this information with pest monitoring.</p> <p>The company will be able to analyse trends and establish goals on reduction and maximum amounts. It is good practice to record the commercial name as well as the active ingredient. It is suggested that the amount of pesticide used be recorded as amount of active ingredient used per unit of area.</p> <p>'Method of application' is the type of equipment or type of formulation used. For 'target pest or disease' the common name may be recorded. It is suggested to include the plot.</p>

4.3 Soil and Water		
		<p>Intent and scope</p> <p>The intent of the section is to ensure good practices in water sourcing, water use, water recycling and waste water treatment. Good practices in the handling of fertilizers can reduce pollution in water sources and the wasting of resources. Improving fertility is a relevant activity to improve sustainability in agriculture.</p> <p>The requirements in this section apply to the Fairtrade crops and fields where they are grown.</p>
Handling fertilizers		
Year 0	Core	<p>4.3.1 Your company must not use human sewage sludge for fertilizer.</p> <p>Guidance: Human sewage sludge poses health risks for people working with it and can cause food poisoning via food crops.</p>
Year 0	Core	<p>4.3.2 Your company must not use untreated sewage water for fertilization, irrigation and processing of Fairtrade crops.</p> <p>Guidance: Untreated human sewage water poses health risks to people working with or near it and can cause food poisoning via food crops.</p>
Year 1	Core	<p>4.3.3 Your company must only apply fertilizers (organic and inorganic) in amounts that respond to the nutrient need of the crop.</p> <p>Guidance: The company fertilizes based on a nutrient analysis of the plots. Frequency of analysis is defined by the company.</p>
Year 0	Core	<p>4.3.4 Your company must store fertilizers (inorganic and organic) in a way that minimizes the risk of polluting water. Fertilizers and pesticides should be stored separately.</p> <p>Guidance: Fertilizers, especially nitrogen, can pollute water sources. Cross contamination between fertilizers and pesticides may lead to crop damage therefore they should not be stored in proximity of each other. This does not mean that they must be stored in separate storage rooms. If the label or the instructions allows mixing, they can be stored together.</p>
Soil erosion		
Year 3	Dev	<p>4.3.5 Your company must identify land at risk of soil erosion and land that is already eroded and undertake practices that reduce and/or prevent soil erosion caused by wind, water, and/or human or animal impact.</p> <p>Guidance: Practices to reduce or prevent soil erosion include prevention measures to avoid erosive conditions, remedial actions, implementing groundcovers or other kinds of vegetation.</p>
Year 3 NEW 2011	Dev	<p>4.3.6 Your company must identify areas where ground cover is needed and must have a plan with a maximum timeline to establish groundcover in all identified areas in order to avoid bare soil.</p> <p>Guidance: Groundcover should be planted in order to prevent soil erosion, increase water availability and control weeds. If soil erosion conditions do not exist, it is still a good practice to avoid bare soil and to introduce groundcover. For perennial systems, the management of the perennial groundcover protects soil, builds fertility, and conserves natural resources and biodiversity. In non-permanent crops the use of groundcover should be explored. Implementing groundcover may not be applicable for certain crops.</p>

Soil fertility		
Year 1	Core	<p>4.3.7 Your company must implement practices designed to enhance soil fertility.</p> <p>Guidance: The company should establish its own internal guidelines for minimum requirements to ensure soil fertility and improved soil structure. These requirements shall be based on techniques and practices known to be effective in the long term. The company should evaluate the possible causes of reduced fertility or poor soil structure and implement remedial actions.</p> <p>Practices may include crop rotation, intercropping, agroforestry, the use of ground covers or incorporating compost or green manures into the soil.</p>
Sustainable water sources		
Year 1	Core	<p>4.3.8 Your company must evaluate possible health risks from irrigation water, and if deemed appropriate make an analysis and act upon the results of the analysis.</p> <p>Guidance: In cases where water sources may be suspected to be harbouring disease causing agents (for example if a village is located upstream) the company should analyse water, identify health risks for workers and food crop safety, and find possible solutions.</p>
Year 1	Core	<p>4.3.9 Your company must know where water used in irrigation and processing of Fairtrade crops comes from. An inventory of sources must be available.</p> <p>Guidance: The company should have a map or sketch illustrating the location of the water sources.</p>
Year 1	Core	<p>4.3.10 Your company must implement procedures to make efficient and rational use of water sources. These procedures include prediction of volumes of water needed to irrigate the crop, measuring (or estimating) volumes of water extracted from sources and volumes actually used in irrigation and processing, providing maintenance to the water distribution system and adopting, as applicable, methods to recirculate, reuse and/or recycle water.</p> <p>Guidance: Methods to predict water needs should take into account the amount of water lost by evaporation and transpiration. The amounts may be estimated through simple methodologies or accurately measured through more sophisticated technology. Your company may explore more efficient ways of using water in processing facilities.</p>
Year 3 NEW 2011	Dev	<p>4.3.11 Your company must keep informed about the status of the water sources in the area. In case local environmental authorities or other entities consider that water sources are being depleted, are in a critical condition or under excessive usage, your company must engage in a dialogue with the authorities or local initiatives in order to identify possible ways to be involved in research or solution finding.</p> <p>Guidance: It may be difficult to know if a water source is sustainable or if it has replenishing capacity, but the existing knowledge about the sustainability of the water sources can be monitored for related information and/or claims with local authorities, universities or organizations that are working in the region.</p>
Year 6 NEW 2011	Dev	<p>4.3.12 Your company must make use of the best accessible (or locally available) technology for irrigation and processing in order to optimize quantities of water applied.</p> <p>Guidance: It is recommended that your company aims at optimizing the efficiency of its current system or change it to a more efficient one.</p>
Year 3	Core	<p>4.3.13 Your company must handle waste water from processing facilities in a manner that does not have a negative impact on water quality, soil health and structure or food safety.</p>

		<p>Guidance: Waste water from processing facilities includes water contaminated by the process itself and also refers to waste water from sanitary facilities. A plan may be defined to monitor the water quality of the waste water discharged from processing facilities. Such a plan may include: baseline levels of acceptability for waste water quality, method(s) of analysis of water quality, a specified frequency of monitoring and means to correct any incidence of contaminants down to adequate levels.</p> <p>Water filtration or other treatment systems may be installed in the processing facilities.</p>
<h2>4.4 Waste</h2>		
		<p>Intent and scope</p> <p>This section intends to ensure appropriate handling, reduction and recycling of waste in order to reduce the risks of hazardous waste and thus lead to an improved environment and work place.</p> <p>The requirements in this section apply to the fields where Fairtrade crops are grown.</p>
Year 1	Core	<p>4.4.1 Your company must keep the production site free of hazardous waste. Designated areas for the storage and disposal of hazardous waste must exist and be used regularly.</p> <p>Hazardous waste must not be burned. In the absence of appropriate disposal facilities, small amounts of hazardous farm waste can be burned in a well-ventilated area away from people, animals or crops. Your company may only burn hazardous waste if it is allowed by local regulation and all safety recommendations are followed.</p> <p>Guidance: Your company can implement a training program by which all workers are made aware of where hazardous waste exists on the production site and how it can be handled and stored properly. The risk of pollution from areas for storage and disposal of hazardous waste should be minimized or eliminated.</p> <p>The company may also contact suppliers and local authorities for help with identifying hazardous materials and better practices to handle and dispose of them.</p>
Year 1	Core	<p>4.4.2 Your company must have a waste management plan that includes strategies in waste reduction, recycling, reuse and disposal alternatives. This plan must establish timelines by when the company will identify the main wastes, ways to reduce and reuse them if applicable, and to dispose of them in the best available way.</p> <p>Guidance: Your company is encouraged to participate in a regional program for waste management and to update its strategies based on changes in regional alternatives. All potential sources of waste should be identified. Prioritization within the management plan shall be based on toxicity of wastes and estimated volumes and other applicable criteria. The plan should include collection and disposal alternatives for hazardous and non-hazardous waste and for any materials that can be effectively recycled. Alternatives may depend on availability in the region.</p>
Year 3	Dev	<p>4.4.3 Your company must use organic waste in a sustainable way through the implementation of practices that allow nutrients to be recycled.</p> <p>Feeding animals with organic waste contaminated with pesticides is not allowed.</p> <p>Burning organic waste is only allowed if required by applicable legislation for sanitary purposes, or it is proven a more sustainable practice.</p> <p>Guidance: Examples of sustainable practices are composting, mulching and using green manures. If burning organic waste for sanitary reasons is undertaken, it should be done in a strictly controlled manner to minimize risk of wildfires and smoke production. Using organic waste as fuel could be considered a more sustainable practice.</p>

4.5 Genetically Modified Organisms (GMO)		
		<p>Intent and scope</p> <p>This section intends to ensure that Genetically Modified (GM) crops are not intentionally used on Fairtrade crops. GM crops do not contribute to sustainability in the long run. GM crops increase dependencies on external inputs and discourage an integrated approach in the production system thus inhibiting resiliency. GM crops may also have potential negative impacts on human health and to the environment.</p> <p>GM requirements in this Standard are applicable to all crops that the company is certified for and to other crops grown in the same fields.</p> <p>This means that the parallel production of a GM variety and a non-GM variety of the certified crop(s), even if not intended for the Fairtrade market, is not allowed.</p>
Year 0	Core	<p>4.5.1 Your company must not intentionally use genetically engineered seed or planting stock for the Fairtrade crop(s). You must implement practices to avoid GM contamination in seed stocks..</p> <p>Guidance: The company should evaluate the potential risk of use of genetically modified seed stock and/or planting material and should be aware of those species and varieties which are registered in the country or region and are to be sold as Fairtrade. For species identified as at risk, the company should establish additional measures to avoid use of these seed lots.</p>
4.6 Biodiversity		
		<p>Intent and scope</p> <p>This section intends to ensure that biodiversity and natural ecosystems are preserved and protected.</p> <p>Biodiversity supports natural ecosystems. The loss of natural ecosystems is a threat to the sustainability of the production system because the benefits they provide can be lost. These benefits include enhanced water conservation, soil fertility, potential alternative crops, hosting of natural enemies, and a reserve of products important to local communities. Natural ecosystems also provide a buffer to mitigate and adapt to the effects of climate change. Your company is encouraged to participate in regional or national initiatives on biodiversity.</p> <p>The requirements in this section apply to the whole production area of the company.</p>
Year 0	Core	<p>4.6.1 Your company must avoid negative impacts on protected areas and in areas with high conservation value, within or outside the farm or production areas. The areas used or converted to production of the Fairtrade crop must comply with national legislation in relation to agricultural land use.</p> <p>Guidance: ‘Protected areas’ are a clearly defined geographical space, recognised, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values (IUCN 2008). Protected areas can be public or private biological conservation areas. Your company can identify protected areas with the help of local, regional or national authorities.</p> <p>‘Areas with high conservation value’ is a concept developed by Forest Stewardship Council (FSC) and refers to areas that are worth conserving because they are important on a local, regional or global scale. They may include social value such as the benefits that an area provides to a community in terms of its cultural importance or economic resource or biological value such as ecosystems or habitats of an endangered species. These areas can usually be identified as areas with natural vegetation with low disturbance from agriculture, forestry, industry, urbanism or other. The company may</p>

		<p>initially identify areas with high conservation value based on available knowledge within company and neighbouring community. The company may wish to consult with elders and people in the community who may have knowledge of the natural vegetation in the region.</p> <p>More information on HCV areas can be found in the following sources: www.fsc.org, www.hcvnetwork.org.</p> <p>'Negative impact' refers to partial or complete destruction of the protected area or loss of the conservation values.</p>
Year 0	Core	<p>4.6.2 Your company must maintain buffer zones around bodies of water and watershed recharge areas and between production and areas of high conservation value, either protected or not. Pesticides, hazardous chemicals and fertilizers must not be applied in buffer zones.</p> <p>Guidance: Buffer zones in this requirement are intended to protect biodiversity. It is recommended that total use of land for crop production be avoided. It is also recommended that buffer zones where feasible are connected in order to create ecological corridors.</p> <p>Restoration of ecological corridors may take place by actively introducing vegetation or by passively protecting it to allow regeneration of native vegetation. No requirement is made on minimum distance.</p>
Year 0	Core	<p>4.6.3 Any wild harvesting of Fairtrade products must be done in a manner that assures the sustainability and survivability of the collected species.</p> <p>Guidance: Wild harvesting implies that the only productive activity is the harvest itself. Any other activities (e.g. clearing paths, maintaining camps) should be done in a way that minimizes human impact. 'Assuring sustainability' refers to harvesting done in a manner that:</p> <ul style="list-style-type: none"> • maintains the viability of the species and allows it to continue to perpetuate itself; • ensures that the product is still available to other species in the ecosystem that depend on it; • ensures that the subsequent harvest cycle will provide a comparable quantity.
Year 1	Core	<p>4.6.4 Your company must ensure that no collecting or hunting of rare or threatened species is undertaken and that no alien invasive species is introduced.</p> <p>Guidance: Initial classification of rare and threatened species and identification of alien invasive species is made by your company based on its own knowledge. With time your company is expected to contact a local expert who would provide support in identifying rare and threatened species and in adjusting the initial classification, and who could provide support in identifying alien species and ways in which their introduction and propagation may be avoided.</p> <p>In addition to local and regional information, your company may want to look at IUCN red list of threatened species at http://www.iucnredlist.org.</p> <p>For further information on alien invasive species see the Convention of Biological Diversity at http://www.cbd.int/invasive/</p>
Year 3 NEW 2011	Dev	<p>4.6.5. Your company must participate actively in local or regional environmental projects or have a biodiversity plan.</p> <p>Guidance: The plan must first aim at identifying key biodiversity issues in the region and then propose how the company could contribute to improving those issues.</p> <p>A biodiversity plan does not require the hiring of an external consultant for its elaboration or implementation. Local knowledge from workers and the community is valuable and can be considered. With time the company may benefit from advice by local experts such as authorities, universities or NGOs.</p>

Year 3 NEW 2011	Dev	<p>4.6.6. Your company must evaluate the implementation of agro-forestry systems as well as agricultural diversification, as applicable.</p> <p>Guidance: Agro-forestry crops or crops from species originally living under shade or forest ecosystems may benefit from being produced under their original conditions. This may improve soil conditions and the local environment, as long as it is economically feasible.</p> <p>'Agricultural diversification' refers to growing different crops that will enable the company to have alternative income sources. This may be preferred, as long as it is economically feasible.</p>
4.7 Energy and Greenhouse Gas Emissions		
		<p>Intent and scope</p> <p>This section intends to strengthen local production systems by lowering dependencies on external inputs and recognizing this as an important way of adapting to climate change. While agriculture is vulnerable to climate change, it also has the potential to reduce it by decreasing emissions, increasing carbon sinks, enhancing biodiversity and resilience.</p> <p>The requirements in this section apply to the whole production area of the company.</p>
Year 1	Core	<p>4.7.1 In processing facilities where non-renewable energy is used your company must keep records of energy consumption, take measures to use energy more efficiently and replace non-renewable sources by renewable ones as far as possible.</p> <p>Guidance: Records shall help to identify measures for efficient use and make informed decisions on how to reduce energy consumption.</p> <p>A possible measure to use energy more efficiently is the adequate maintenance of processing equipment.</p>
Year 6 NEW 2011	Dev	<p>4.7.2 Your company must research and implement practices that reduce Green House Gas (GHG) emissions and increase carbon sequestration.</p> <p>Guidance: Incorporating green manure in the fields and increasing organic matter in the soil contribute to the increase in carbon sequestration.</p>

5. Trade		
		<p>Intent and scope</p> <p>This chapter outlines the rules you need to comply with when you sell Fairtrade products.</p> <p>This chapter does not include the requirements you will have to fulfil if you want to trade products from other certified or non-certified organizations. In that case you will be considered a trader and you will have to comply with the rules in the Fairtrade Trade Standard.</p> <p>Buyers must comply with the Fairtrade Trade Standard when they buy Fairtrade products from you. You are encouraged to know those rules so you can be better positioned when negotiating Fairtrade transactions. The rules for traders are explained in the Fairtrade Trade Standard that can be found at http://www.fairtrade.net/trade-standard.html</p>

5.1 Traceability		
Year 0	Core	<p>5.1.1 When your company sells a Fairtrade product it must identify clearly in the related documents such as invoices and delivery notes that the product is Fairtrade.</p>
Year 0	Core	<p>5.1.2 Your company must keep records of all its Fairtrade sales. Those records must indicate the volume sold, the name of the buyer and its Fairtrade International ID number, the date of the transaction and a reference to sales documents in such a way that the certification body is able to link these records with the corresponding sales documents.</p>
Year 0	Core	<p>5.1.3 If your company processes Fairtrade products you must keep records that specify the amount of product before and after processing.</p>
Year 0	Core	<p>5.1.4 When your company sells a Fairtrade product it must mark the product clearly and visibly so that it can be identified as Fairtrade.</p> <p>Guidance: Your company can decide what type of mark it will use to identify the product as Fairtrade (e.g., the Fairtrade International ID or “Fairtrade International/Fairtrade” on the package and documentation), so long as it is visible and clear.</p>
Year 0	Core	<p>5.1.5 If your company also handles non-Fairtrade products, it must physically separate the Fairtrade product from the non-Fairtrade product at all stages (e.g. storage, transport, processing, packaging, labelling and handling).</p>
Year 0	Core	<p>5.1.6 If your company produces and processes juice or tea from the <i>Camellia</i> plant and sells to operators without physical traceability, your company does not need to physically separate the Fairtrade product from the non-Fairtrade product at the processing stage. Your company must fulfil the following rules:</p> <ul style="list-style-type: none"> • The volumes sold as Fairtrade must not exceed the equivalent volumes produced as Fairtrade at any point in time; • The Fairtrade product sold must come from the same site where the Fairtrade product was delivered for processing; • The product grown as Fairtrade must be of the same kind and quality as the input used to process the Fairtrade product (like for like); • If your company wants to sell to operators that require physical traceability, you must physically separate the product during processing. <p>Guidance: The above points are called the Mass Balance Rules. The following example shows what the “same kind” of product means: If your company sells Fairtrade organic tea, the product that your company buys as Fairtrade cannot be non-organic tea. The possibility to mix Fairtrade and non-Fairtrade products only applies at the processing stage if you process yourself or subcontract the processing.</p>
5.2 Sourcing		
Year 0	Core	<p>5.2.1 When your company becomes certified it can sell the product that it has in stock as Fairtrade, but it must not sell the product that was produced more than one year before initial certification as Fairtrade.</p> <p>Guidance: This requirement means that a company obtaining certification may begin selling recently harvested products in stock from the last 12 months production without having to wait for the next harvest after initial certification.</p> <p>Traceability requirements will be applied to applicable products traded during the 12 month period.</p>

5.3 Contracts		
Year 0	Core	<p>5.3.1 If Fairtrade International publishes new Fairtrade Minimum Prices, your company must fulfil all signed contracts at the price agreed in the contract.</p> <p>The price in the contract can be modified only if your company and the buyer both agree to it in writing.</p>
Year 0	Core	<p>5.3.2 If your company or your buyer is suspended, your company must not sign new Fairtrade contracts. It must fulfil, but not exceed, the contracts that it has already signed, for a maximum period of 6 months after suspension.</p> <p>The contracts can be cancelled only if your company and your buyer both agree to it in writing.</p>
Year 0	Core	<p>5.3.3 If your company is decertified, it must stop selling any Fairtrade product from the date of decertification even if it has signed Fairtrade contracts still to be fulfilled.</p>
5.4 Use of Fairtrade trademarks		
Year 0	Core	<p>5.4.1 If your company wants to use any of the FAIRTRADE Marks on your wholesale packaging or external promotional material (such as brochures, websites, or invoices for Fairtrade products), you must first contact Fairtrade International for approval at artwork@fairtrade.net</p> <p>Guidance: Fairtrade International encourages producers to use the FAIRTRADE Mark but needs to verify that it is used in line with the "Trademark Use Guidelines" to protect its integrity. Please calculate 5 to 6 weeks for the complete process.</p> <p>If you used the FAIRTRADE Mark without prior permission you do not need to remove it immediately, just contact artwork@fairtrade.net to discuss necessary steps.</p>
Year 0	Core	<p>5.4.2 If your company produces finished Fairtrade products and wants to sell them to consumers under your own brand name with any FAIRTRADE Mark, you must sign a contract with Fairtrade International or with a National Fairtrade Organization.</p> <p>Guidance: Please contact Fairtrade International at license@fairtrade.net for more information.</p>

Annex 1 Geographical Scope

Geographical Scope policy of Producer Certification for Fairtrade International

Fairtrade International Standards are applicable to producers in the following countries:

AFRICA				
<i>Eastern Africa</i>	<i>Middle Africa</i>	<i>Northern Africa</i>	<i>Southern Africa</i>	<i>Western Africa</i>
Burundi Comoros Djibouti Eritrea Ethiopia Kenya Madagascar Malawi Mauritius Mayotte Mozambique Rwanda Seychelles Somalia Uganda United Republic of Tanzania Zambia Zimbabwe	Angola Cameroon Central African Republic Chad Congo Congo, Democratic Republic Equatorial Guinea Gabon Sao Tome and Principe	Algeria Egypt Libyan Arab Jamahiriya Morocco Sudan Tunisia	Botswana Lesotho Namibia South Africa Swaziland	Benin Burkina Faso Cape Verde Cote d'Ivoire Gambia Ghana Guinea Guinea-Bissau Liberia Mali Mauritania Niger Nigeria Saint Helena Senegal Sierra Leone Togo

AMERICAS (Latin America and the Caribbean)		
<i>Caribbean</i>	<i>Central America</i>	<i>South America</i>
Anguilla Antigua and Barbuda Barbados Cuba Dominica Dominican Republic Grenada Haiti Jamaica Montserrat Saint Lucia Saint Kitts and Nevis Saint Vincent and the Grenadines Trinidad and Tobago Turks and Caicos Islands	Belize Costa Rica El Salvador Guatemala Honduras Mexico Nicaragua Panama	Argentina Bolivia Brazil Chile Colombia Ecuador Guyana Paraguay Peru Suriname Uruguay Venezuela (Bolivarian Republic of)

ASIA				
<p>Central Asia</p> <p>Kazakhstan Kyrgyzstan Tajikistan Turkmenistan Uzbekistan</p>	<p>Eastern Asia</p> <p>China* Democratic People's Republic of Korea Mongolia</p>	<p>Southern Asia</p> <p>Afghanistan Bangladesh Bhutan India Iran, Islamic Republic of Maldives Nepal Pakistan Sri Lanka</p>	<p>South-Eastern Asia</p> <p>Cambodia Indonesia Lao People's Democratic Republic Malaysia Myanmar Philippines Thailand Timor-Leste Viet Nam</p>	<p>Western Asia</p> <p>Armenia Azerbaijan Georgia Iraq Jordan Lebanon Occupied Palestinian Territory Oman Saudi Arabia Syrian Arab Republic Yemen</p>
OCEANIA				
<p>Melanesia</p> <p>Fiji Papua New Guinea Solomon Islands Vanuatu</p>	<p>Micronesia</p> <p>Kiribati Marshall Islands Micronesia, Federated States of Nauru Palau</p>	<p>Polynesia</p> <p>Cook Islands Niue Samoa Tonga Tuvalu Tokelau Wallis and Futuna Islands</p>		

* The scope of Fairtrade certification in China is limited to the certification against the Fairtrade Standard for Small Producers' Organizations and the Fairtrade Trade Standard (with the exception of Seed Cotton). The Fairtrade Standard for Hired Labour, the Fairtrade Standard for Contract Production and the Product Specific Fairtrade Trade Standard for Seed Cotton are not applicable in China.

Definition of Fairtrade International's geographical scope

Fairtrade International defines the countries in which it certifies producers as those countries with low and medium development status. The definition is based on the OECD-DAC (Development Assistance Committee) list of recipient countries of Official Development Assistance. The list includes countries with low and middle per capita income as defined by the World Bank¹.

Fairtrade International's geographical scope encompasses almost all countries in Africa, Latin America and the Caribbean, Oceania, and the poorest countries in Asia. Countries and territories are divided into regions based on the UN classification of macro geographical regions.

Excluded from Fairtrade International's geographical scope are European Countries (including Eastern European countries and Turkey²) and all G8-countries (thus Russian Federation as an upper-middle income economy).

Review of Fairtrade International's geographical scope

The review of the Fairtrade International's geographical scope follows the Standard Operating Procedures which determine a 5 years routine review cycle and provide for more frequent reviews in case of need. A review of the OECD DAC list may trigger an earlier review.

¹ The World Bank classifies member countries and all other economies with populations of more than 30,000 according to the gross national income (GNI) per capita. Economies are divided using the World Bank **Atlas method**. The low and middle income groups are: **low income**, \$875 or less; lower middle income, \$876 - \$3,465; **upper middle income**, \$3,466 - \$10,725.

² Turkey is considered as West Asia according to the UN classification, but is official candidate for membership to the European Union.

Annex 2 Prohibited Materials List

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

Red List

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

Amber List

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

Structure of the Red and Amber List

The lists contain the following information:

Substance: specifies the name of the material

Reference list: shows in 7 columns the international list or regulation from where Fairtrade International has taken the material. The reference lists are:

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

Specific regulations in the Red List

These provide information for specific use of materials and include:

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

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

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

Part 1: Fairtrade International Red List of prohibited materials

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

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

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

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

Substance	Reference list							Specific regulations
	POP	PIC	PAN 12	WHO 1a	WHO 1b	EU	US	
pentachlorophenol (PCP), its salts and esters		X	X		X	X	X	
phenylmercury acetate (PMA)				X				
phorate				X				
phosphamidon (fosfamidon)		X		X		X	X	
phostebupirim (tebupirimfos)				X				
polybrominated biphenyl mixture (PBB)		X						
polychlorinated biphenyls PCB (except mono- and dichlorinated) (Aroclor)	X	X						
polychlorinated terphenyls (PCT)		X						
propetamphos					X			
sodium arsenite					X		X	
sodium cyanide					X			
sodium fluoroacetate (1080)				X				
strychnine					X	X		
sulfotep				X				
tebupirimfos (phostebupirim)				X				
tefluthrin					X			
terbufos				X		X		
tetraethyl lead		X						
tetramethyl lead		X						
thallium sulphate					X	X	X	
thiofanox					X			
thiometon					X			
toxaphene (camphechlor)	X	X	X			X	X	
triazophos					X	X		
tris (2,3-dibromopropyl) phosphate		X						
vamidotion					X	X		
warfarin (coumaphene)					X			
zeta-cypermethrin					X			
zinc phosphide					X			

Part 2: Fairtrade International Amber List or monitored materials

Substance	Reference list						
	POP	PIC	PAN 12	WH O 1a	WH O 1b	EU	US
2,3,4,5-bis(2-butylene) tetrahydro-2-furaldehyde [repellent-11]							X
2,4,5-TCP (potassium 2,4,5-trichlorophenate)							X
acephate						X	
alachlor						X	
amitraz						X	
arsenic compounds (EPA: arsenic trioxide: calcium, copper, lead and sodium arsenate sodium arsenite)						X	
atrazine						X	
bromoxynil							X
bromoxynil butyrate							X
butylate							X
cadmium and its compounds							X
carbaryl						X	
carbon tetrachloride							X
carbosulfan						X	
chloranil							X
chlorfenapyr						X	
chloromethoxypropyl-mercuric-acetate (CPMA)							X
chlozolate						X	
copper arsenate							X
cyhalothrine (but not lambda isomers of cyhalothrin)						X	

Substance	Reference list						
	POP	PIC	PAN 12	WH O 1a	WH O 1b	EU	US
daminozide (alar)							X
DDD (dichlororodiphenyl-dichloroethan) [TDE]							X
di (phenylmercury) dodeceny succinate (PMDS)							X
dicofol						X	
dicofol containing less than 78% p,p -Dicofol or >1 g/kg of DDT and DDT related compounds						X	
dimethenamid						X	
ethyl hexylene glycol							X
fenthion						X	
fentin acetate						X	
fentin hydroxide						X	
fenvalerate						X	
ferbam						X	
haloxyfop-R (haloxyfop-P-methyl-ester)						X	
leptophos							X
malathion						X	
maleic hydrazide and its salts, other than choline, potassium and sodium salts ; choline, potassium and sodium salts; maleic hydrazide containing more than 1 mg/kg of free hydrazine expressed on the basis of the acid equivalent						X	
monolinuron						X	
monuron						X	

Substance	Reference list						
	POP	PIC	PAN 12	WH O 1a	WH O 1b	EU	US
nitrofen (TOK)						X	X
nonylphenol ethoxylates						X	
OMPA (octamethylpyrophosphoramidate)							X
permethrin						X	
phosalone						X	
propham						X	
pyrazophos						X	
pyriminil (vacor)							X
quintozene						X	
safrole							X
silvex							X
simazine						X	
technazene						X	
terpene polychlorinates (strobane)							X
thiodicarb						X	
triazamate							
trichlorfon						X	
triorganostannic compounds (tributyltin compounds)						X	
vinyl chloride							X
zineb						X	

Annex 3 Freedom of Association Protocol

agreed by the
[Fairtrade certified Company]
hereinafter referred as “the Company”

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

[Company], in accordance with international human rights and Fairtrade requirements governing freedom of association, hereby guarantees all employees of [Company] the right to

join or to form a union of their choice for the purposes of bargaining collectively with [Company] on working terms and conditions.

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

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

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

9. Fairtrade will designate one or more local points of contact that can inform workers about their rights and provide them with support to establish and operate trade unions in the workplace. The point(s) of contact will include contact information of one or more established trade union organization and will be made available by Fairtrade producer service teams. The Ministry of Labour or a workers' rights advocacy organization may serve as a point of contact in addition to or instead of a trade union organization. By signing of this protocol, companies commit to communicating the goal of the points of contact and posting relevant contact information in the workplace in a format and language accessible to workers.. The point of contact information is not required to be posted in workplaces where workers have been given the choice to join a trade union and have chosen not to be unionised, or if the majority of workers are already unionised.
10. Nothing in this Protocol shall set aside national legislation or the Fairtrade Standard for Hired Labour.

This Protocol was signed

Date:

Name:

On behalf of [Company]