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Hired Labour planning & reporting templates for management

Planning

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

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

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

Who?

The person responsible for Fairtrade within your organisation e.g. Fairtrade Officer should be responsible for understanding the Fairtrade HL Standard and planning how the company will comply with the requirements

What?

Initial desk and field survey to check compliance with the Fairtrade standards will help you company understand what areas need attention for compliance.

How?

You can use the Fairtrade Hired Labour Standard and compliance criteria available from the certification body (as your checklist to carry out an internal audit of your organisation. Check off each requirement as either compliant or non-compliant and, where you are not compliant, indicate why.

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

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The Hired Labour explanatory planning and reporting templates for management is a reference document and a complement to the Fairtrade Hired Labour Standard. For compliance purposes, the Fairtrade Standard for Hired Labour is the official document against which producers are audited. This document can be useful for companies to plan how they will comply with the Fairtrade Hired Labour Standard. Using or completing these documents is not required in any way. All Fairtrade Standards are available free for download on the Fairtrade International website at: http://www.fairtrade.net/our_standards.html

Table 1 Sample checklist for internal audit purposes

This is an example of how you can keep track of which requirements that you have identified in an internal audit, which your company is not yet compliant with in the HL Standard. There is a complete list of all requirements, ordered by year, in Table 6 that you can use as a check list.

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



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Table 2 Sample Fairtrade Action Plan

Once you have identified the areas that your company needs to improve on in order to be compliant with the Fairtrade Hired Labour Standard, you can create a Fairtrade Action Plan. This can help prioritize what your company should work on and how the objectives will be accomplished. The example below will give you an idea of how to use this. Following the example is a template that you can use or modify yourself.

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

Fairtrade Development Plan

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

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

Table 3 Example of a Fairtrade Development Plan

No.	FLO Standard	Core or Development	Time line	Action	Responsible	Budget				Comments
						Year 0	Year 1	Year 3	Year 6	
2.2.5	Your company must give special attention to the empowerment of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.	Dev	3	Have workers elect a gender committee and provide training on gender issues to the committee and to all general workers. Appoint a member of senior management whose role it is to focus on the empowerment of women through encouragement and opportunity.	HR Manager		5000	5000	5000	Ensure activities are recorded and monitored to demonstrate change and successes.
3.6.2	Your company must appoint a Health and Safety Officer to be in charge of OHS	Core	0	Appoint H&S Officer	General Manager	15000	16500	18000	19500	



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	matters.									
3.6.3	Your company must establish an occupational Health & Safety Committee with workers' representation. The H&S Committee must hold regular meetings with the H&S Officer to discuss health and safety in the workplace.	Core	1	Establish a H&S committee, ensure regular meetings take place.	H&S Officer	3000	2000	3500	2500	Initial training for committee. Resources for meetings, trainings
3.6.4	Your company must carry out regular H&S risk assessments jointly with workers and their H&S representatives (see 3.6.3), and adapt safety measures accordingly.	Dev	3	Annual risk assessment and follow up.	H&S Officer/co mmittee	500	550	600	650	



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Table 4 Abbreviate Hired Labour requirements by timeline

No.	Core/ Dev	Requirement	<input checked="" type="checkbox"/>
Before becoming Fairtrade certified			
1.1.1	C	Accept announced and unannounced audits of all premises, including those subcontracted.	<input type="checkbox"/>
1.1.3	C	Allow Fairtrade International representatives to interact with workers.	<input type="checkbox"/>
1.2.1	C	Appoint a Fairtrade Officer.	<input type="checkbox"/>
1.2.2	C	Include in your mission statement your commitment to continuous improvement of social practises and to achieving the aims and values of Fairtrade.	<input type="checkbox"/>
1.2.3	C	Allocate working time and resources to ensure successful implementation of Fairtrade.	<input type="checkbox"/>
1.2.4	C	Ensure your legal and legitimate rights to land use and tenure, respect for the right of local people and resolve disputes responsibly.	<input type="checkbox"/>
2.1.1	C	Create a Fairtrade Premium Committee (FPC) to manage the Premium for the workers.	<input type="checkbox"/>
2.1.3	C	Create and register a legal body to allow the workers to be the sole owners and beneficiaries of the Premium.	<input type="checkbox"/>
2.1.5	C	Establish a separate Fairtrade Premium account with worker and management representatives as joint signatories.	<input type="checkbox"/>
2.1.6	C	Ensure all Premium payments are paid directly into the Fairtrade Premium account.	<input type="checkbox"/>
2.1.8	C	Sign a legally binding agreement with the registered legal body to ensure the balance of the Premium is used for on-going Premium projects or distributed among workers within 3 months.	<input type="checkbox"/>
2.1.9	C	Democratically elect workers representatives to the Fairtrade Premium Committee and have management appoint	<input type="checkbox"/>



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		advisors.	
2.1.11	C	Ensure that the FPC meet regularly during working hours.	<input type="checkbox"/>
2.1.12	C	Provide information on current Fairtrade sales, cross checked against Premium received and minute in FPC meetings. Make all relevant Premium accounting books available to the FPC members and the certification body.	<input type="checkbox"/>
2.1.13	C	Management must participate actively and responsibly in the FPC as a non-voting advisor.	<input type="checkbox"/>
2.1.19	C	Ensure that Premium is used, according to the Fairtrade rules specified, to benefit workers, their families and communities.	<input type="checkbox"/>
2.1.20	C	If workers choose, 20% of the Premium can be distributed as a Fairtrade cash bonus. If this is the case the FPC must consult with the workers' representatives.	<input type="checkbox"/>
2.2.2	C	Provide initial training for the workers' representatives on the FPC.	<input type="checkbox"/>
3.1.1	C	Do not discriminate, support or tolerate discrimination.	<input type="checkbox"/>
3.1.2	C	No testing during recruitment.	<input type="checkbox"/>
3.1.3	C	No corporal punishment or abuse, nor support or tolerance of it.	<input type="checkbox"/>
3.1.5	C	No sexual harassment.	<input type="checkbox"/>
3.1.6	C	Policy to prohibit sexual harassment established, including awareness raising, communicated and put into action.	<input type="checkbox"/>
3.1.7	C	No discrimination for using grievance procedures.	<input type="checkbox"/>
3.1.9	C	Ensure all workers have right to be elected as workers representatives/FPC.	<input type="checkbox"/>
3.2.1	C	No forced, bonded or involuntary prison labour.	<input type="checkbox"/>
3.2.2	C	No conditional working for spouses.	<input type="checkbox"/>



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3.3.1	C	Don't employ children under 15.	<input type="checkbox"/>
3.3.2	C	Do not submit children under 18 to any work that puts their health, safety, morals or school attendance at risk.	<input type="checkbox"/>
3.3.3	C	Establish and implement a Child Labour Policy.	<input type="checkbox"/>
3.3.4	C	If in the past children under 15 have been employed or under 18 have been engaged in dangerous/exploitative work ensure these children do not enter into worse forms of labour.	<input type="checkbox"/>
3.4.1	C	No punishment, harassment or discrimination for Union members or representatives.	<input type="checkbox"/>
3.4.2	C	<p>Ensure the following:</p> <ul style="list-style-type: none"> • Workers' rights to join unions are respected • Workers' rights to bargain collectively are respected • No anti-union discrimination or interference takes place • Trade unions are not denied access rights • Bargain in good faith with workers • Inform the workforce about the local point of contact and communicate contact information. 	<input type="checkbox"/>
3.4.3	C	Accept the conditions in 3.4.2 by signing the Fairtrade International Freedom of Association (FoA) protocol.	<input type="checkbox"/>
3.4.4	C	Communicate the 'Workers' Right to Unionize Guarantee' (included in the FoA protocol) in such a way that all workers are understand and are aware.	<input type="checkbox"/>
3.4.5	C	Allow trade union representatives to meet the workers.	<input type="checkbox"/>
3.4.6	C	There is a form of democratically elected and independent workers representation.	<input type="checkbox"/>
3.4.7	C	Allow access for trade union representatives to communicate with workers without the interference or surveillance of management.	<input type="checkbox"/>
3.4.8	C	Do not interfere with freedom of association by controlling or obstructing trade unions or workers representation.	<input type="checkbox"/>
3.4.9	C	Workers' representatives can meet amongst themselves, with all workers and with senior management during working hours.	<input type="checkbox"/>



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3.4.10	C	Results of meetings held with senior management are signed and posted in the workplace for all workers to read.	<input type="checkbox"/>
3.5.1	C	Wages and conditions of employment are set according to CBA or regional average	<input type="checkbox"/>
3.5.2	C	No deductions from salaries except for national law, CBA or written consent of employee.	<input type="checkbox"/>
3.5.3	C	Piecework is paid above minimum wage or regional average.	<input type="checkbox"/>
3.5.5	C	Salary payment are regular, documented and in legal tender.	<input type="checkbox"/>
3.5.6	C	Permanent workers have legal, written contracts of employment.	<input type="checkbox"/>
3.5.8	C	Workers are aware of and understand their rights, responsibilities, salaries and work schedules and have a signed copy of their contract.	<input type="checkbox"/>
3.5.9	C	Working hours and overtime are legal and do not exceed 48 hours per week.	<input type="checkbox"/>
3.5.10	C	One rest day given for every 6 consecutive worked.	<input type="checkbox"/>
3.5.11	C	Overtime is voluntary, and does not exceed 12 hours per week or continue for more than 3 consecutive months.	<input type="checkbox"/>
3.5.12	C	Overtime is compensated at a premium rate.	<input type="checkbox"/>
3.5.13	C	At least 2 weeks of paid leave is given.	<input type="checkbox"/>
3.5.14	C	Lunch and work breaks are granted and respected.	<input type="checkbox"/>
3.5.15	C	Sick leave regulations are in place.	<input type="checkbox"/>
3.5.16	C	At least 8 weeks of paid maternity leave are granted. No termination on maternity related grounds.	<input type="checkbox"/>
3.5.18	C	Nursing mothers are given breaks during working time to breastfeed until the child is at least 9 months.	<input type="checkbox"/>
3.5.19	C	Legal social security for all workers is provided.	<input type="checkbox"/>



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3.5.22	C	Regular work is done by permanent workers	<input type="checkbox"/>
3.5.26	C	Pay travel and visa costs and any agency fees for workers actively recruited from other regions.	<input type="checkbox"/>
3.5.27	C	Grievance procedures are in place and communicated.	<input type="checkbox"/>
3.6.1	C	Make all work places, processes, machinery and equipment as safe as possible.	<input type="checkbox"/>
3.6.2	C	Appoint a Health and Safety (H&S) Officer	<input type="checkbox"/>
3.6.5	C	Display all H&S information clearly and understandably in the workplace.	<input type="checkbox"/>
3.6.6	C	Train workers on occupational (H&S), at least once a year, keep all training records.	<input type="checkbox"/>
3.6.7	C	Train workers engaged in potentially hazardous work on health and environmental risks, keep all training records.	<input type="checkbox"/>
3.6.8	C	Provide clean drinking water	<input type="checkbox"/>
3.6.9	C	Provide clean toilets, hand washing facilities and changing rooms for all workers and showers for pesticide handlers (1:25).	<input type="checkbox"/>
3.6.11	C	Ensure company premises have no obvious defects and are safe, clean and hygienic.	<input type="checkbox"/>
3.6.12	C	Ensure adequate lighting, heating and ventilation in indoor workplaces.	<input type="checkbox"/>
3.6.13	C	Ensure everything electric is properly placed, grounded and professionally inspected for overloading and leakage.	<input type="checkbox"/>
3.6.14	C	Provide escape routes, fire exits, alarms, fire-fighting equipment. Keep fire exits clear.	<input type="checkbox"/>
3.6.15	C	Train new and existing staff in evacuation procedures.	<input type="checkbox"/>
3.6.16	C	Provide emergency first aid facilities, equipment, and trained first aid staff.	<input type="checkbox"/>
3.6.17	C	Ensure reports are compiled on work accidents and subsequent actions.	<input type="checkbox"/>



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3.6.18	C	Provide access to healthcare for work related illness or injuries.	<input type="checkbox"/>
3.6.19	C	Provide PPE (personal protective equipment) for workers handling hazardous chemicals. Ensure that it is used.	<input type="checkbox"/>
3.6.20	C	Ensure that PPE and pesticide application equipment is cleaned after use, stored separately and never taken home.	<input type="checkbox"/>
3.6.21	C	Ensure free medical examinations, at least once a year, for workers handling hazardous chemicals.	<input type="checkbox"/>
3.6.22	C	Do not engage the following in any potentially hazardous work: <ul style="list-style-type: none"> • Under 18 year olds • Pregnant or nursing women • Persons with incapacitating mental conditions • Persons with chronic, hepatic or renal diseases • Persons with respiratory diseases. 	<input type="checkbox"/>
3.6.23	C	Ensure that spray operators: <ul style="list-style-type: none"> • Are thoroughly trained • Are relieved periodically from spraying through job rotation • Rinse all PPE and equipment before removing protective clothing • Shower after spraying • Control and change respirator filters regularly • Calibrate spray equipment regularly as required 	<input type="checkbox"/>
3.6.24	C	Follow applicable re-entry times after spraying pesticides; ensure no access takes place during re-entry period and foliage is dry before re-entering.	<input type="checkbox"/>
3.6.25	C	Provide proper tools and work clothes for all workers appropriate to their tasks, and replace regularly.	<input type="checkbox"/>
3.6.27	C	Appoint and identify a qualified Medical Officer.	<input type="checkbox"/>
3.6.28	C	Maintain full, up to date, documentation on all sicknesses, accidents and proposed actions.	<input type="checkbox"/>
4.1.1	C	Appoint someone to be responsible for environmental development.	<input type="checkbox"/>
4.1.2	C	Raise workers' awareness on environmental development and responsibility.	<input type="checkbox"/>



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4.2.1	C	Ensure guidance from an integrated pest management (IPM) expert	<input type="checkbox"/>
4.2.2	C	Implement at least one alternative to pesticide application, and one preventative measure against pests .	<input type="checkbox"/>
4.2.3	C	Monitor the main pests and diseases on the Fairtrade crop establishing when pesticides are justifiable, and avoid pesticide resistance.	<input type="checkbox"/>
4.2.4	C	Provide training to all chemical handlers on hazards of chemical use and on the proper way to handle chemicals and use PPE.	<input type="checkbox"/>
4.2.5	C	Ensure that all workers are aware of the hazards related to pesticides and chemicals.	<input type="checkbox"/>
4.2.6	C	Do not apply pesticides or hazardous chemicals near on-going human activity, keep 10 meter buffer zone.	<input type="checkbox"/>
4.2.7	C	Do not apply pesticides or hazardous chemicals by air above or around areas of human activity or water sources.	<input type="checkbox"/>
4.2.8	C	Store pesticides and other hazardous chemicals in a way that minimizes risk.	<input type="checkbox"/>
4.2.9	C	Ensure that pesticide and hazardous chemical spills and accidents can be contained and handled effectively.	<input type="checkbox"/>
4.2.10	C	Do not reuse empty chemical containers for water or food storage. They must be triple rinsed, punctured and stored properly until disposed.	<input type="checkbox"/>
4.2.11	C	Do not use materials on the Fairtrade Red List on Fairtrade crops	<input type="checkbox"/>
4.2.12	C	If materials on the Red List are used, permission must be granted first by the certification body.	<input type="checkbox"/>
4.2.13	C	Procedures are in place to ensure prohibited materials are not used.	<input type="checkbox"/>
4.2.14	C	Herbicides are only used in the presence of weeds and the lack of alternative controls, as part of integrated strategy and in spot applications.	<input type="checkbox"/>
4.3.1	C	Do not use human sewage sludge for fertiliser.	<input type="checkbox"/>
4.3.2	C	Store fertiliser in a way that ensures no risk of water pollution. Store fertiliser and pesticides separately.	<input type="checkbox"/>



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4.3.3	C	Do not use untreated sewage water for irrigation and processing.	<input type="checkbox"/>
4.5.1	C	Do not intentionally use genetically engineered seed or stock for the Fairtrade crop. Put in practices to avoid GM contamination.	<input type="checkbox"/>
4.6.1	C	Avoid negative impacts on protected areas and areas of high conservation value (HCV) inside and outside the farm/production area. Ensure area used for the production of the FT crop comply with national legislation in terms of being agricultural land.	<input type="checkbox"/>
4.6.2	C	Maintain buffer zones around water bodies, watershed recharge areas and between production and areas of HCV. Do not apply pesticides, hazardous chemicals or fertilisers in buffer zones.	<input type="checkbox"/>
4.6.3	C	Ensure sustainable wild harvesting.	<input type="checkbox"/>
5.1.1	C	Identify product as Fairtrade on all sales documents.	<input type="checkbox"/>
5.1.2	C	Keep comprehensive records of Fairtrade sales.	<input type="checkbox"/>
5.1.3	C	Keep processing records.	<input type="checkbox"/>
5.1.4	C	Mark Fairtrade product as Fairtrade.	<input type="checkbox"/>
5.1.5	C	Physically separate Fairtrade products from non-Fairtrade products at all stages.	<input type="checkbox"/>
5.1.6	C	For cocoa, cane sugar, juice or tea producers, physical traceability is not necessary at the processing stage.	<input type="checkbox"/>
5.2.1	C	For newly certified Fairtrade producers, you can sell products as Fairtrade that you have had in stock up to, but not longer than, one year.	<input type="checkbox"/>
5.3.1	C	If Fairtrade publish new minimum prices, fulfil all signed contracts at agreed price.	<input type="checkbox"/>
5.3.2	C	If suspended, do not sign new contracts.	<input type="checkbox"/>

5.3.3	C	If decertified, stop selling immediately	<input type="checkbox"/>
5.4.1	C	To use the Fairtrade trademark in wholesale packaging or promotional material, approval must first be obtained.	<input type="checkbox"/>
5.4.2	C	To sell finished Fairtrade products under your own brand with any Fairtrade Mark, a contract with Fairtrade International or National Fairtrade Organization must first be signed.	<input type="checkbox"/>
In Year 1			
1.1.2	C	Share audit results with workers.	<input type="checkbox"/>
2.1.2	C	Multi estates need to provide an overview of the Fairtrade Premium income of the company and how it is distributed as well as the local FPC premium plans.	<input type="checkbox"/>
2.1.4	C	Create terms of reference for the Fairtrade Premium Committee, have them approved by the general assembly (GA) of workers and follow them.	<input type="checkbox"/>
2.1.7	C	For multi estates - ensure that the distribution principles of the Fairtrade premium are transparent and documented.	<input type="checkbox"/>
2.1.15	C	Prepare a Fairtrade Premium plan based on consultations with workers, taking into account the needs of different groups of workers. From this prepare a budget based on expected Premium income, setting priorities.	<input type="checkbox"/>
2.1.16	C	Ensure that the FPC leads a GA at least once a year to approve the Fairtrade Premium plan.	<input type="checkbox"/>
2.1.17	C	Administer Premium funds responsibly. Undertake risk assessments for all major Premium projects, loans and investments.	<input type="checkbox"/>
2.1.18	C	Ensure that the FPC monitors activities and presents a documented annual report on Fairtrade Premium activities to the general assembly of workers.	<input type="checkbox"/>
2.2.1	C	Raise management and workers' awareness about Fairtrade and workers' rights.	<input type="checkbox"/>
2.2.3	D	Ensure FPC is trained on participatory project planning and financial management; elected workers' representatives trained on labour legislation and negotiation skills.	<input type="checkbox"/>



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2.2.7	C	Ensure access to primary educational for the children of all permanent resident workers.	<input type="checkbox"/>
3.1.4	C	Policy on disciplinary measures established, communicated and put into action.	<input type="checkbox"/>
3.4.11	C	Sign and adhere to the sector collective bargaining agreement (CBA).	<input type="checkbox"/>
3.4.12	C	If no CBA in place, proactively engage in process to enter into one.	<input type="checkbox"/>
3.5.4	C	Wages and benefits are increased to reach Fairtrade International living wage benchmarks. Wage increments are negotiated with worker representatives.	<input type="checkbox"/>
3.5.7	C	Temporary workers employed for three months or more have legal, written contracts of employment.	<input type="checkbox"/>
3.5.21	C	All workers, permanent/temporary, local and migrant receive equal benefits and conditions for equal work.	<input type="checkbox"/>
3.5.23	C	All standard contracting of seasonal/temporary workers is undertaken directly.	<input type="checkbox"/>
3.5.24	C	Workers are only subcontracted for non-regular work or in special circumstances. Contractors must comply with national laws and Fairtrade requirements through written contracts.	<input type="checkbox"/>
3.5.25	C	There are detailed records of subcontracted workers from the contractor.	<input type="checkbox"/>
3.6.3	C	Establish H&S committee, with workers representatives, who meet regularly.	<input type="checkbox"/>
3.6.29	C	Offer regular examinations and check-ups by a medical doctor at least every three years to all workers. Keep individual health records confidential.	<input type="checkbox"/>
4.3.4	C	Only apply fertilisers according to the need of the crop.	<input type="checkbox"/>
4.3.7	C	Implement practices to enhance soil fertility.	<input type="checkbox"/>
4.3.8	C	Evaluate health risks from irrigation water through analysis and act on results of analysis if necessary.	<input type="checkbox"/>
4.3.9	C	Ensure an inventory (map/sketch) of irrigation and processing water is available.	<input type="checkbox"/>

4.3.10	C	Implement procedures for efficient and rational water use.	<input type="checkbox"/>
4.4.1	C	Keep the production site free of hazardous waste, do not dispose of it by burning.	<input type="checkbox"/>
4.4.2	C	Ensure that you have a comprehensive waste management plan in place.	<input type="checkbox"/>
4.6.4	C	No collecting or hunting of rare or threatened species. No alien invasive species introduced.	<input type="checkbox"/>
4.7.1	C	Keep records of non-renewable energy consumption. Use energy more efficiently. Replace non-renewable sources with renewable ones.	<input type="checkbox"/>
In Year 3			
2.1.10	D	Ensure that the composition of the FPC reflects the composition of the workforce.	<input type="checkbox"/>
2.1.14	D	Ensure that the FPC understands the workers needs by meeting and consulting with them on a regular basis, during working hours, to discuss and record project ideas.	<input type="checkbox"/>
2.2.4	D	Provide opportunity for staff to develop skills and qualifications.	<input type="checkbox"/>
2.2.5	D	Give special attention to the empowerment of women.	<input type="checkbox"/>
2.2.6	D	Undertake activities to achieve equality in the workplace, addressing disadvantaged and minority groups.	<input type="checkbox"/>
2.2.8	D	Implement measures to improve the education of all workers' children.	<input type="checkbox"/>
3.1.8	C	Sufficient records of all terminated contracts kept.	<input type="checkbox"/>
3.3.5	C	If there is a risk of child labour, procedures are put into action to address it.	<input type="checkbox"/>
3.5.17	D	Increase paid maternity leave until it reaches 12 weeks.	<input type="checkbox"/>
3.5.20	D	Work towards all permanent workers having a provident or pension scheme.	<input type="checkbox"/>
3.5.28	C	Housing provided for workers ensures safety, decency, privacy, security and hygiene.	<input type="checkbox"/>



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3.6.4	D	Carry out regular H&S risk assessments	<input type="checkbox"/>
3.6.26	D	Provide free occupational health care to all workers.	<input type="checkbox"/>
3.6.30	D	Provide workers with free and regular medical care from an on-site dispensary, with regular access to a doctor.	<input type="checkbox"/>
4.2.15	C	Record pesticides used in detail.	<input type="checkbox"/>
4.3.5	D	Identify any land at risk, or already eroded and take suitable measures to control erosion.	<input type="checkbox"/>
4.3.6	D	Identify land with where ground cover is needed and put a plan in place to establish cover.	<input type="checkbox"/>
4.3.11	D	Keep informed and engaged in the area's water situation.	<input type="checkbox"/>
4.3.13	C	Ensure that waste water is handled from processing facilities in a way that does not have a negative impact on water quality, soil or food safety.	<input type="checkbox"/>
4.4.3	D	Use organic waste in a sustainable way, allowing the nutrients to be recycled.	<input type="checkbox"/>
4.6.5	D	Participate in local/regional environmental projects/have a biodiversity plan.	<input type="checkbox"/>
4.6.6	D	Evaluate agro-forestry systems and agricultural diversification, if applicable.	<input type="checkbox"/>
In Year 6			
2.2.9	D	Provide support for crèche facilities for the children of workers.	<input type="checkbox"/>
3.6.10	D	Provide suitable areas where workers can rest, and canteens with cooking facilities.	<input type="checkbox"/>
3.6.31	D	Establish a policy, in local context, to prevent and deal with major contagious diseases	<input type="checkbox"/>
4.3.12	D	Use best available technology for irrigation and processing to optimize volumes of water.	<input type="checkbox"/>
4.7.2	D	Research and implement practices to reduce GHG emission and increase carbon sequestration.	<input type="checkbox"/>