Fairtrade Standard
for
Tea
for
Hired Labour and Traders

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

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Table of Contents

Introduction 3

How to use this Standard 3
Application 3
Monitoring of Changes 3
Change History 3

1. General Requirements and Commitment to Fairtrade 4

1.1 Certification 4
1.2 Labelling and Packaging 5
1.3 Product Description 5
1.4 Other Product Requirements 5

2. Social Development 5

2.1 Management of Fairtrade Premium 5
2.2 Capacity Building 6

3. Labour Conditions 6

4. Environmental Development 6

5. Trade 6

5.1 Traceability 6
5.2 Sourcing 7
5.3 Contracts 7
5.4 Pre-finance 7
5.5 Pricing and Payment Terms 7
Introduction

How to use this Standard

Refer to the Standard for Hired Labour as a separate document as updated by Fairtrade International (FLO) on its website.

Please note that the Fairtrade Trade Standard also applies. In cases where the Product Standard below differs from the Fairtrade Trade Standard, the requirements presented in this Standard apply.

Application

The Fairtrade Product Standards for Hired Labour have been revised according to the New Product Classification (based on the Central Product Classification). The new Standards apply from 1 October 2012.

Monitoring of Changes

Fairtrade International reserves the right to amend Fairtrade Standards in accordance with Fairtrade International's Standard Operating Procedures (http://www.fairtrade.net/setting_the_standards.html). Requirements of Fairtrade Standards may be added, deleted, or otherwise modified. Those who have to meet Fairtrade Standards are required to monitor pending and finalized revisions on Fairtrade International's website.

Fairtrade Certification ensures the compliance with Fairtrade Standards. Revision of Fairtrade Standards may lead to a change in the requirements of Fairtrade Certification. Those who wish to be certified or have already undergone certification are required to monitor pending and finalized certification policies and compliance criteria on the certification body's website http://www.flo-cert.net.

Change History

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<th>Date of publication</th>
<th>Changes</th>
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<td>New Standards Framework formatting</td>
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<td>28.09.2012</td>
<td>- Reorganization of requirements according to New Standards Framework (NSF)</td>
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<td>01.06.2014</td>
<td>- Updated reorganization of requirements and terminology according to NSF and revised Hired Labour Standard v. 15.01.2014_v1.0</td>
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# 1. General Requirements and Commitment to Fairtrade

## Intent and scope

All operators taking ownership of Fairtrade certified products and/or handling the Fairtrade Price and Premium are audited and certified.

**This chapter applies to the certificate holder.**

This Standard covers the purchase and sale of tea and instant tea from the Camellia plant.

For the sections under certification and traceability (only), the Standard also covers any processed products and derivatives.

For tea from the *Camellia* plant from India, the geographical regions are defined as follows:

- **‘North India’** refers to teas grown in Assam, West Bengal, Tripura, Bihar, Uttarakhand, Himachal Pradesh, Manipur, Sikkim, Arunachal Pradesh, Nagaland, Meghalaya, Mizoram, Orissa states, with the exception of Darjeeling teas.

- **‘South India’** refers to teas grown in Kerala, Tamil Nadu and Karnataka states, with the exception of Nilgiri teas.

- **‘Nilgiri’** refers to teas of that name, grown in the Nilgiris mountains of Kerala and Tamil Nadu at altitudes broadly ranging between 1000-2500m.

The Standard also covers its secondary products and their derivatives. The definition of secondary products is included in Annex 1 of the Trade Standard.

A non-exhaustive list of products fitting the secondary products definition is published on the Fairtrade International website.

## 1.1 Certification

### 1.1.1 Retro-certification

Retro-certification occurs when a buyer buys tea from a Fairtrade certified producer under ordinary conditions (non-Fairtrade) and at a later stage, converts it into a Fairtrade certified product.

Buyers up to date with their Flow of Goods reports, may retro-certify provided that Retro-certification transactions fall within the agreed limits below, the transaction is properly documented (see 1.1.3), and Fairtrade Premiums and any Fairtrade Price adjustments are made in full on due date.

Prior to commencing initial Retro-Certification, buyers must inform the Certifying body of the intent to do so. Abuse or misuse of Retro-certification will likely result in buyers losing permission to retro-certify.

### 1.1.2 Retro-certification limits (volume and timing)

For CTC African teas, buyers may Retro-certify up to 30% of volume purchased on the original invoice from a given Fairtrade certified producer. Teas may be retrospectively declared as Fairtrade up to 3 months after the month of the original purchase invoice.

For Orthodox and non-African CTC teas, buyers may Retro-certify up to 100% of volume purchased on the original invoice from a given Fairtrade certified producer. Teas may be retrospectively declared as Fairtrade up to 6 months after the month of original purchase invoice.

The certified producer must be notified and approve Retro transactions via a “Retro Advice Note”.

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Fairtrade Standard for Tea for Hired Labour

4
1.1.3 Retro Advice Note

The Retro Advice Note includes a copy of the original invoice; producer and buyer identification; the volume of tea being retro-certified; the Fairtrade Premium amount due; the Fairtrade Price adjustment (where applicable if original price paid is below applicable Fairtrade Minimum Price) and a justification for retro-certifying.

Each Retro Advice Note between two operators must be consecutively numbered, using Trader name and ID /Producer Name and ID/ Year/ transaction number (Smith824/TeaProducer9851/10/001, Smith824/TeaProducer9851/10/002, etc). This code must also be quoted on all documents and Bank Transfers related to the specific retro transaction.

Tea cannot be sold or packed as Fairtrade before the producer has given written agreement/approval of the Retro Advice Note. The date the producer confirms acceptance by signing the Retro Advice Note becomes the ‘declaration’ date on which the Retro-certified volume becomes Fairtrade. Due payment of the Fairtrade premium and any price adjustment are as per the tea Standard. If the original invoice price for the Tea was below the applicable Fairtrade minimum price for that country/region then the difference must also be paid along with the due Fairtrade Premium.

A copy of the Signed Retro Advice Note and original invoice must be sent by the Trader to a Fairtrade International email account, retro.tea@fairtrade.net within 5 working days of the declaration date.

1.2 Labelling and Packaging

There are no additional requirements.

1.3 Product Description

The Product Standard for Tea applies to tea and instant tea from the Camellia plant only.

1.4 Other Product Requirements

There are no additional requirements.

2. Social Development

Intent and scope

This chapter outlines the requirements that are unique to Fairtrade and intends to lay the foundations for producer empowerment and development to take place.

2.1 Management of Fairtrade Premium

2.1.1 For tea from the Camellia plant the Fairtrade Premium must be used according to the conditions set out in the Fairtrade Standard for Hired Labour and in section 2.1 of this Standard.

2.1.2 An exception to 2.1.1 is made in the case of Darjeeling where basic needs for workers (e.g. housing, water, and sanitation) may be partly financed through the Fairtrade Premium. This is due to the critical economic situation in the Darjeeling region.

2.1.3 The use of Fairtrade Premium money for state and company obligations in Darjeeling must conform to the following guidelines:

- Infrastructure projects of benefit to both the plantation management and the workers’ community may be approved by Fairtrade International if it can be demonstrated to Fairtrade International’s complete satisfaction that this has the clear approval of the workers.
• For such projects Premium money may be used if the company provides at least 50% of the total costs from their own resources as matching funds.

• In cases where the company lacks immediate capital for such investments, the Fairtrade Premium Committee may make a loan to the company to cover the company’s 50% investment which is to be reimbursed over a period stipulated by the Fairtrade Premium Committee at an interest rate which covers at least the rate of inflation over the defined period.

2.1.4 Sustainability Margin: For conventional teas from the Camellia plant made using the CTC production method, and for conventional “fannings” and “dust” made using the orthodox production method only, 20% of the Premium is to be deducted from the Fairtrade Premium and paid to the estate. This amount is called the sustainability margin. The estate must use it to support improvements in working conditions as part of ongoing certification and compliance with Fairtrade Standards. Where applicable, split payment between the Fairtrade Premium paid to the Fairtrade Premium Committee (80%) and to the estate (20%) needs to be clearly documented, for example by two separate bank payments, or by invoicing the sustainability margin with the price of goods.

Instant Tea has a split Premium (20% of the Fairtrade Premium is paid to the estate and 80% to the Fairtrade Premium Committee) if the instant tea is derived from conventional made tea using the CTC production method, and from conventional “fannings” and “dust” made tea using the orthodox production method.

2.2 Capacity Building

There are no additional requirements.

3. Labour Conditions

There are no additional requirements.

4. Environmental Development

There are no additional requirements.

5. Trade

Intent and scope

This chapter outlines the requirements that you need to comply with when you sell Fairtrade products.

5.1 Traceability

There are no additional requirements. All applicable requirements regarding traceability and mass balance...
are included in the Fairtrade Trade Standard.

### 5.2 Sourcing

#### 5.2.1 Sourcing plans must cover a quarterly period. Sourcing plans must be renewed a minimum of two weeks before they expire.

Where Fairtrade tea is sold through auctions, such sales shall be subject to conditions supporting greater transparency, better communication and faster payment of the Fairtrade Premium and Fairtrade Minimum Price where this applies. This will be achieved through the application of the following conditions:

The buyer communicates to the producer their intention to buy at auction using a Quarterly Sourcing Plan. Within one week of the auction the buyer reports comprehensive information relating to the sale to the producer, including an indication of all outstanding Fairtrade-related payments. All outstanding Fairtrade-related payments must be made on a regular quarterly basis.

Purchases of tea shall be declared Fairtrade at the time of purchase, or by exception may be Retro-certified (as per 1.1.1 – 1.1.3).

### 5.3 Contracts

There are no additional requirements.

### 5.4 Pre-finance

#### 5.4.1 On request from the producer, the Fairtrade payer must make up to 60% of the value of the contract available as pre-finance to the producer at any time after signing the contract. The pre-finance must be made available at least six weeks prior to shipment.

### 5.5 Pricing and Payment Terms

Fairtrade Minimum Prices and Fairtrade Premium levels for Fairtrade products are published separately to the product Standards.

#### 5.5.1 Tea from the *Camellia* plant:

Conventional and organic teas from the *Camellia* plant made using the CTC production method and “fannings” and “dust” teas made using the orthodox production method have Fairtrade Minimum Prices.

The Fairtrade Minimum Price for organic teas is obtained by adding an organic differential on top of the Fairtrade Minimum Price for the conventional quality at a rate of USD 0.2 per Kg.

For conventional and organic teas from the *Camellia* plant made using the orthodox production method (except fannings and dust), a Fairtrade Minimum Price does not apply. The paid price is a negotiated price between the seller and the buyer. On top of the negotiated price the Fairtrade Premium must be paid.

#### 5.5.2 Instant tea processed from made tea from Fairtrade certified producers:

Fairtrade Instant Tea has no Fairtrade Minimum Price; it receives the negotiated commercial price. Conventional instant tea receives a Fairtrade Premium of 15% of the commercial price. Organic instant tea receives a Fairtrade Premium of 10% of the commercial price. The beneficiaries of the Instant tea Fairtrade premium are the made tea certified producers.

Invoice documents must clearly indicate ‘Instant Tea’/’Organic Instant Tea’ as applicable on sales invoices and detail the Commercial price and the Fairtrade premium as separate items for the purpose of clarity and transparency.

#### 5.5.3 Secondary products:

There are no Fairtrade Minimum Prices defined for secondary products and their derivatives. Sellers of the product and its next buyers must renegotiate prices for secondary products and their derivatives. A default Fairtrade premium of 15% of the negotiated price must be paid in addition.
Fairtrade International reserves the right to set a Fairtrade Minimum Prices for secondary products and its derivatives in the future.

5.5.4 For contracts involving Fairtrade payers and producers, payment must be made no later than 30 days after receipt of standard industry documents transferring ownership. The documents to be presented will be those stipulated in the contract and customary in the tea trade.

5.5.5 Upon producer agreement, payment of the Fairtrade Premium can be made by the end of the following month after receipt of the invoice or confirmation of Retro Advice Note (see section 1.1).

For contracts involving Fairtrade payers, producers and conveyors, conveyors must pay producers no later than 15 days after receipt of the payment from the Fairtrade payer.

Note: The English version of the standard is the official version. Fairtrade offers translations into other languages for information purposes only. Although Fairtrade strives to ensure accuracy in translations, the English version of the standard is the basis for all certification decisions, particularly if conflicts on these decisions should arise.