

Explanatory Document

for the

Fairtrade Standard for Small-scale Producer Organizations



Toledo Cacao Growers' Association, Belize © James A. Rodríguez

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



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Introduction

Purpose

This explanatory document provides guidance, clarifications, practical tips, and examples to help break down complex areas of the Fairtrade Standard for Small-scale Producer Organizations and make it easier to understand. This is a reference document that can be used as a practical guide for members, staff, Board members, workers and committees of small-scale producer organizations (SPOs) that are already, or want to become, Fairtrade certified.

Please note that, for compliance purposes, the Standard for Small-scale Producer Organizations is the official document against which producer organizations are audited.

For additional clarifications, practical or specific regional advice, producer organizations can contact their regional producer network.

All Fairtrade Standards are available free for download on the Fairtrade International website at:

<https://www.fairtrade.net/standard/spo>

What is Fairtrade?

Fairtrade changes the way trade works through better prices, decent working conditions and a fairer deal for farmers and workers in developing countries.

Fairtrade International's vision is a world in which all producers can enjoy secure, sustainable livelihoods, fulfil their potential and decide on their future.

It is a trade relationship looking for equity and connecting disadvantaged producers and consumers. It allows producers to reach export markets under fairer conditions, strengthen their position in international trade, gain better access to finance, take part in capacity-building programs and generally take more control over their lives. There is respect, transparency and dialogue between producers, traders and consumers.

In order to be part of the Fairtrade system, traders and producers have to meet certain criteria which are defined in the Fairtrade Standards set by Fairtrade International. FLOCERT (Fairtrade's independent certification body) manages the process of auditing and certification in producing countries to ensure compliance with the Fairtrade principles.

How can producer organizations become Fairtrade certified?

FLOCERT is the global certification body for Fairtrade. Information on audits and certification procedures is available here: <https://www.flocert.net/solutions/fairtrade-resources/how-it-works/>.

If you want to apply for Fairtrade certification, you can fill out this online form:

<https://www.flocert.net/start-trading-fair-today/>.

Or if you have any questions, you can contact FLOCERT directly: <https://www.flocert.net/about-flocert/contact/>.

Structure of this document

This document follows the chapter structure of the Standard for Small-scale Producer Organizations.



In each section the requirements are presented in a table format and broken down by what the producer must do in years 0, 1, 3 and 6. The columns show the requirement number, the requirement title (a brief statement of what is required), whether the requirement is meant to be followed at the organization level or the member level and whether the requirement is a core requirement or a development requirement*. Below shows an example of how a requirement is presented:

Core requirement Development requirement

1	General Requirements	Applies to	Year			
1.1	Certification		0	1	3	6
1.1.1	Accept announced and unannounced audits	Organization				









After the requirements table, a more detailed explanation of specific requirements or topics addressed in that section is provided, together with examples and ways in which producers can reach compliance. References and links to external documents with additional practical information are also provided.

* As explained on page 5 of the Standard, core requirements reflect the Fairtrade principles and must be complied with in all cases, and development requirements refer to the continuous improvements that certified organizations must make on average against a scoring system defined by the certification body. You are in compliance with the Fairtrade Standard for Small-scale Producer Organizations if you fulfil all core requirements and reach the minimum score on the development requirements as defined by the certification body. For more information on how you will be audited against the core and development requirements please see refer to the FLOCERT information: <https://www.flocert.net/wp-content/uploads/2017/09/certification-procedure.pdf>

1. General Requirements

1.1 Certification

Core requirement  Development requirement 

1	General Requirements	Applies to	Year			
1.1	Certification		0	1	3	6
1.1.1	Accept announced and unannounced audits	Organization				
1.1.2	Appoint a contact person for all certification matters	Organization				
1.1.3	NEW 2019 Demonstrate you are an established organization	Organization				
1.1.4	NEW 2019 Demonstrate Fairtrade market potential	Organization				
1.1.5	NEW 2019 Joining Fairtrade is a collective and democratic decision	Organization				
1.1.6	NEW 2019 Compliance with national law	Org & Members				
1.1.7	NEW 2019 Legal and legitimate right to land, water use and land tenure	Org & Members				
1.1.8	NEW 2019 Trading with integrity	Org & Members				

Why is this important?

The certification section lays the foundations for your producer organization to be able to begin certification procedures. The requirements facilitate the administrative procedures of certification (arranging audits etc.), clarify some basic principles, and ensure your producer organization is viable and able to benefit from the Fairtrade system. Above all, the requirements ensure that your organization democratically made the decision to join Fairtrade and therefore members are also aware of their responsibilities that come with being part of the Fairtrade system.

What do I need to do?

You need to ensure your producer organization is an established organization (whether a co-operative, association or another type of legal entity) that is able to engage in commercial activities, and has the potential to sell its products as Fairtrade (i.e. to a Fairtrade certified buyer). It is also important here to be aware that all products that the organization sells as Fairtrade must come from its members and no partial certification of a producer organization is allowed - all members of a producer organization collectively decide to join, contribute to and benefit from Fairtrade.

The requirement on complying with national law (1.1.6) underlines that producer organizations must abide by national law on the topics covered by the standard. Having the legal and legitimate right to land, water use and land tenure (1.1.7) ensures that any disputes over your members' land are resolved prior to certification or being addressed, in cases which are on-going. Trading with integrity (1.1.8) sets the expectation that producer organizations follow the basic principles of honest commercial practice.



The requirements 1.1.6 – 1.1.8 are reactive requirements, which means that they will not be checked proactively but action can be taken by FLOCERT if there are any indications to the contrary. In the case of land and water rights, Fairtrade would not enter to mediate in disputes but could take action in case there are substantiated allegations.

1.2 Definition of a small-scale producer organization

1	General Requirements	Applies to	Year			
1.2	Definition of a small-scale producer organization		0	1	3	6
1.2.1.	New 2019 2/3 of members of your organization are small-scale producers	Organization				
1.2.2	Definition of an individual small-scale producer	Org & Members				
1.2.3	NEW 2019 Maximum land cultivated by individual small-scale producers is 30 hectares	Org & Members				
1.2.4	New 2019 1/2 of volume sold by organization comes from small-scale producers	Organization				

Why is this important?

Small-scale producers are at the heart of Fairtrade. The Fairtrade definition of a small-scale producer organization aims to above all support small-scale producer members while enable producer organizations to grow and produce enough for the international market.

To understand whether your producer organization is eligible to become (or stay) certified under the Fairtrade Small-scale Producer Organization Standard, it is important you understand whether your membership composition fits with the Fairtrade definition.

How does Fairtrade define a small-scale producer organization?

Here are the key Fairtrade membership rules for a small-scale producer organization*:

- At least two thirds (66%) of its members are small-scale / family-based farms**.
- At least half (50%) of the products it sells as Fairtrade come from those small-scale/ family-based farms.
- Up to one third of the members (33%) may be medium-sized farms**.
- Up to half (50%) of the products it sells as Fairtrade may come from those medium-sized farms.
- No large farms (30 hectares or more of cultivated land) are allowed as members.

* Note 1: This refers to 1st grade small-scale producer organizations. Therefore 2nd or 3rd grade producer organizations need to know whether their 1st grade members fit with the definition.

** Note 2: Definitions of small-scale/ family-based farms, and medium-sized farms are explained on the following pages.



Below is an example showing the membership composition of a potential Fairtrade small-scale producer organization:

Farm/member & land size	Small-scale	Volume of products (MT) sold as Fairtrade	Medium-sized	Volume of products (MT) sold as Fairtrade
Farm A – 5 ha	1	15		
Farm B - 6 ha	1	15		
Farm C – 20 ha			1	25
Farm D – 3 ha	1	5		
Farm E – 5 ha	1	10		
Farm F – 8 ha	1	15		
Farm G – 15 ha			1	25
Farm H – 10 ha	1	15		
Farm I - 15 ha	1	20		
Farm J – 8 ha	1	15		
TOTAL	8	110 MT	2	50 MT

Since two of the ten members are medium-sized, 20% of the producer organization is medium-sized. This is lower than the one third 33% limit allowed.

With 50 MT of the 160 MT of produce coming from those two medium-sized farms, 31% of the produce sold as Fairtrade comes from the medium-sized farms. This is lower than the maximum limit of 50%.

Conclusion: This example farm fits with the definition of a Fairtrade small-scale producer organization.

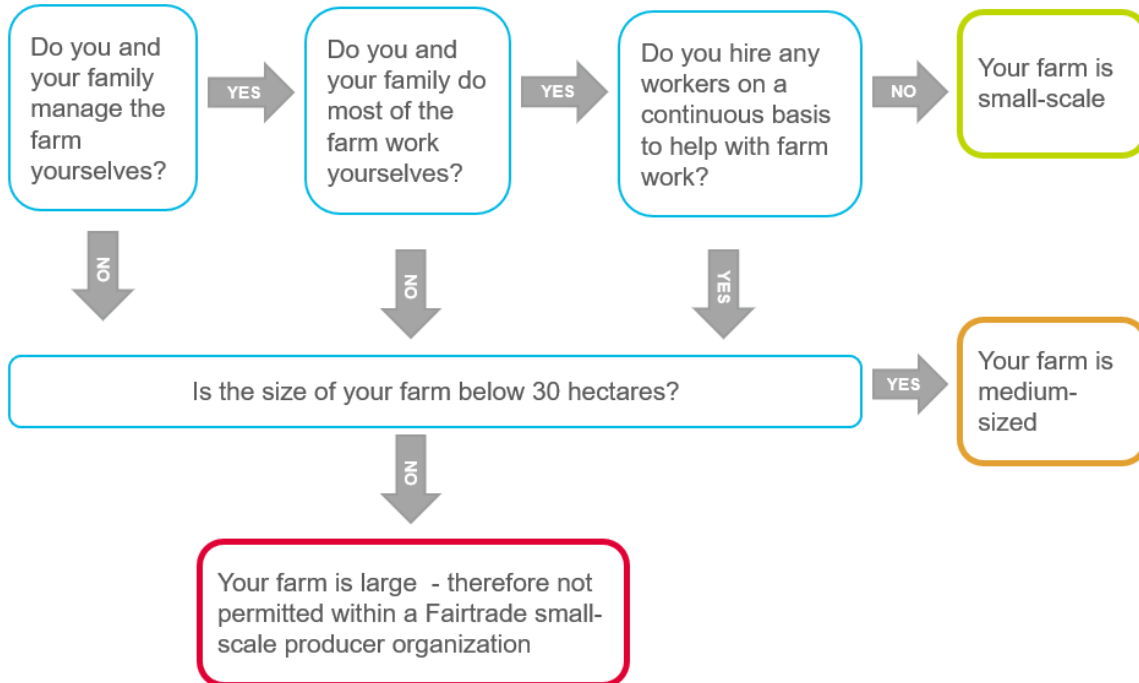
What is the difference between a small-scale/ family-based farm and a medium-sized farm?

On a small-scale/ family-based farm, farmers and their families manage and carry out most or all of the farm work themselves, while on a medium-sized farm, the focus may be less on the family and more on increasing production. Fairtrade recognises, however, that cultivating certain products requires more labour than others and that even small-scale / family-based farms may need to hire additional labour to cover some of the farm work. Furthermore, Fairtrade recognizes that due to labour shortages some producers and their families may engage in rotational farming, such as for harvesting. Under such circumstances, Fairtrade would still consider them as labour if not engaged in their own family farms. The Fairtrade definitions therefore depend on the labour-intensity of the product and regional and product differences in land size.

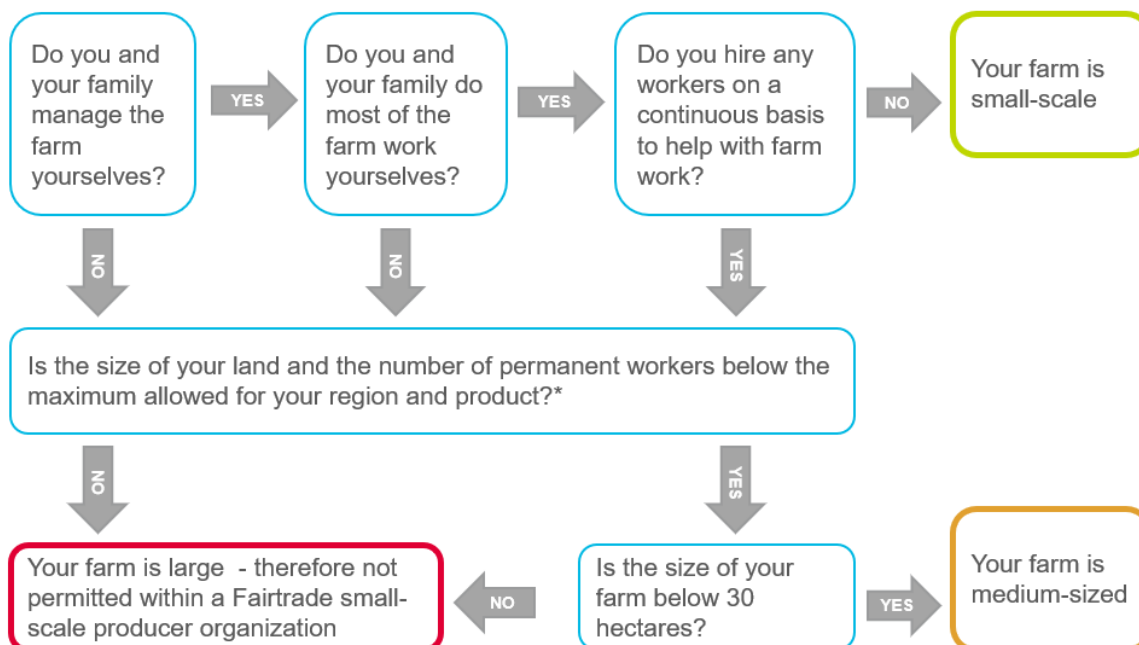
To understand whether your farm is a small-scale or medium-sized farm, you can use the charts below and answer the following questions.



For farms producing [cocoa](#), [coffee](#), [herbs](#), [herbal teas](#), [spices](#), [honey](#), [nuts](#), [oilseeds](#), [oleaginous fruit](#), [cereals](#) or [fibre crops](#):



For farms producing [cane sugar](#), [prepared/preserved fruit or vegetables](#), [fresh fruit](#), [vegetables](#) or [tea](#):



* See https://files.fairtrade.net/standards/2019-08-05_Indicator_table_EN-v2.0_final.pdf for the SPO indicators.



2. Trade

2.1 Traceability

Core requirement

Development requirement

2	Trade	Applies to	Year			
2.1	Traceability		0	1	3	6
2.1.1	Physically separate Fairtrade products	Organization				
2.1.2	Document product flow	Organization				
2.1.3	Keep records of products sourced from members	Organization				
2.1.4	Document Fairtrade sales	Organization				
2.1.5	Keep- records of all your Fairtrade sales	Organization				
2.1.6	Keep- records of inputs and outputs (if you process Fairtrade products)	Organization				
2.1.7	Mark products as Fairtrade in documentation and physically*	Organization				
2.1.8	Maintain physical traceability at processing stage**	Organization				

* 2.1.7: Not applicable if you sell cocoa, cane sugar, juice or tea to operators without physical traceability

**2.1.8 Only applicable to producer organizations that process their own products without physical traceability (only permitted for cocoa, cane sugar, juice or tea producers)

What is traceability?

Traceability is about being able to identify individual products as Fairtrade at all steps of the supply chain and in all relevant documents and packaging. It means that products sold as Fairtrade actually come from producers that produce according to Fairtrade Standards. Certification then ensures the authenticity and the integrity of Fairtrade products being purchased by consumers.

What is documentary traceability?

All Fairtrade operators must show documentary traceability – written records of traceability. This means that you have to write down and keep records of how products move from members to buyers. Do members bring their products to a collection point or does the organization pick products up at members’ farms? What happens to the products within your organization (processing, storage) and how do you sell products to the first buyer (how do you deliver your product?). In order to clearly identify how much your members deliver individually and as a whole, you have to keep records of products bought from members. In cases where there are members who are also members of another Fairtrade certified organization for the same certified product, it is important to pay special attention to the traceability of the products from those members. Fairtrade products have to be identified in all documents with an

identification mark, for example with the words “Fairtrade International” and the buyer’s Fairtrade International ID. Contracts, bills of lading, delivery notes, invoices etc. will demonstrate which volumes of Fairtrade product were handled. The following information must be documented:

- Sale of the Fairtrade product: What was sold (product form, volumes)? When?
- Processing of the product: Type of processing? Yields?

The ultimate objective of documentary traceability is to ensure that those who produced the Fairtrade products are also those who received the Fairtrade payments, the Premium and other benefits of being part of the Fairtrade system.

What is physical traceability?



Physical traceability in a Fairtrade supply chain is the ability to follow a specific Fairtrade product all along the supply chain and through all stages of production and processing. Fairtrade products always have to be segregated from non-Fairtrade products (exceptions apply to cocoa, tea, sugar and juice products – see section below for more explanations). For instance: Fairtrade coffee cannot be mixed in transportation with non-Fairtrade coffee and Fairtrade rice cannot be stored together in the same silo with non-Fairtrade rice.

When processing a product, Fairtrade and non-Fairtrade products need to be processed in different processing lines. If this is not possible, Fairtrade products have to be processed at a different time than non-Fairtrade products. You have to make sure that there is no risk that Fairtrade products are replaced with non-Fairtrade products.

It is up to you to choose how you will guarantee physical traceability. You have to make sure that the product is clearly identifiable or marked as “Fairtrade International” with the Fairtrade International ID, lot numbers and/or product identification marks.

Is physical traceability compulsory?

In principle, Fairtrade International Standards require physical traceability for all products and operators.

Fairtrade International does not want to put unreasonable expectations on Fairtrade producers and traders. Physical traceability in the processing stage of cocoa, tea, sugar and juice products would not be possible without excluding a significant number of farmers and workers from Fairtrade’s benefits (often the most marginalized) and without considerably increasing the costs of the final products. By requiring physical traceability on products where producers have no control over processing, farmers and workers would lose opportunities to sell on Fairtrade terms if the companies processing their products did not keep Fairtrade products separate. As a result, sugar, fruit juice, tea and cocoa are exempted from the physical traceability requirements from the processing stage onwards.

If you produce and process cocoa, tea, juice and sugar, you can choose that your production is physically traceable or not. If you, as a cocoa, tea, juice or sugar producer, want your products to be physically traceable throughout the supply chain, you need to make sure that the Fairtrade operators that you sell to are successfully audited against the physical traceability rules in the Fairtrade Trade Standard.



As a cocoa, tea, juice or sugar producer, you can therefore ask the certification body to be audited against the physical traceability rules. If you comply with them, you will be able to sell to operators with physical traceability throughout the supply chain.

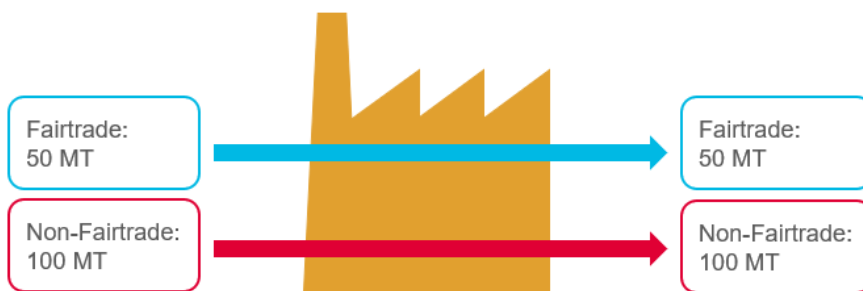
What is Mass Balance?

Mass Balance is only applicable to cocoa, cane sugar, juice and tea operators with no physical traceability.

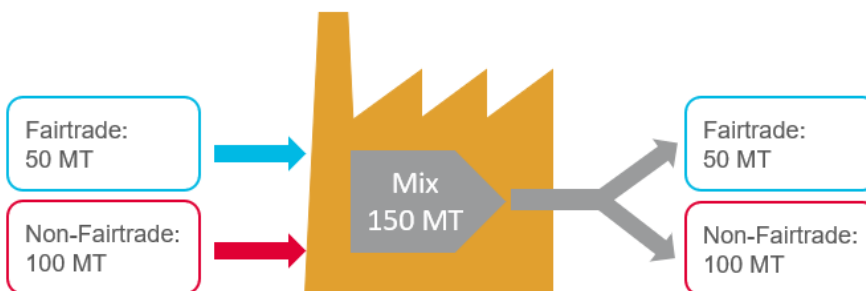
Single Site Mass Balance means that when you deliver a quantity of Fairtrade ingredients to a factory or site, only the equivalent amount of processed Fairtrade product leaving that site may be sold as Fairtrade. For example, if you deliver a ton of Fairtrade tea to a factory for processing, the factory can only sell the equivalent amount of processed tea as Fairtrade.

Below shows the difference between physical traceability and Single Site Mass Balance practices. The blue arrow represents the flow of Fairtrade products and the red arrow the flow of non-Fairtrade products through the factory (in this example the processing yield is 100%).

Physical traceability:



Single-site Mass Balance:



If you implement Mass Balance, the Fairtrade output needs to be from the same kind and quality as the Fairtrade products that were delivered for the processing. This means that if a producer sells Fairtrade chocolate made with high quality cocoa, the Fairtrade ingredient purchased cannot be low quality cocoa beans; if a producer sells Fairtrade organic sugar the ingredient purchased cannot be non-organic



Fairtrade sugar; and if a producer sells Fairtrade green tea the ingredient purchased cannot be Fairtrade black tea.

Which traceability requirements are applicable to my producer organization?

The rules on traceability are divided into three sections:

- Documentary traceability requirements: Applicable to all producers
- **Physical traceability requirements:** Applicable to all producers except cocoa, cane sugar, fruit juices and tea producers who process themselves
- **Mass Balance requirements:** Applicable to cocoa, cane sugar, juice and tea producers with no physical traceability

References

1. COLEACP Training manual: Traceability:
https://training.coleacp.org/pluginfile.php/4150/mod_data/content/30371/coleac001-pip-module-2-uk-pp.pdf

2.2 Sourcing

Core requirement Development requirement

2	Trade	Applies to	Year			
2.2	Sourcing		0	1	3	6
2.2.1	Selling the product that you have in stock (up to 12 months old) when you become certified	Organization				

Why is this important?

When you first become Fairtrade certified you are allowed to sell recently harvested or stocked products, which were produced/harvested during the 12 months before you gained certification. This enables your organization to make the most of your new certification and already start selling as Fairtrade, without having to wait for the next harvest or production.

What do I need to do?





If you do sell any of your stock when you first gained certification, you need to be able to prove in your documentation that those products were produced/harvested within the 12 months before certification. Documents which could prove this include:

- Purchase/collection records for the products from members
- Processing records (batch/lot numbers, outturn ratio)
- Storage records (own storage, external warehouse where applicable)
- Sales records (local and international sales)

You also still need to be able to comply with the traceability requirements (section 2.1) and prove that Fairtrade products were only sourced from members (through detailed member records and lists).

2.3 Contracts

Core requirement  Development requirement 

2	Trade	Applies to	Year			
2.3	Contracts		0	1	3	6
2.3.1	Sign binding purchase contracts	Organization				
2.3.2	Don't sign new Fairtrade contracts if you or your buyer is suspended	Organization				
2.3.3	Stop selling any Fairtrade products if you or your buyer is decertified	Organization				
2.3.4	NEW 2019 Honour all elements of the transaction fixed in the contract	Organization				

Why is this important?

All Fairtrade sales have to be regulated through written contracts that both parties agree to. When a contract is signed, there is a mutual responsibility of both parties to follow the terms of the contract. This ensures the business agreement and expectations are clear and can contribute to a long-term business relationship between the producer and the trader (includes mills, processors etc).

What do I need to do?

Signed contracts are binding for both parties – both producers and traders – and can only be changed if both parties agree. From the producer side, this means ensuring that deliveries are made in full, on time, and of the expected quality, according to the terms of the contract. If there are exceptional circumstances, which prevent you from being able to deliver the products as agreed in the contract, you need to inform your buyer as soon as possible and try to find a solution and come to an agreement.

Your contracts need to clearly include:

- How much of the product is sold
- What is the required quality
- How much and when the buyer has to pay
- How and when the product should be delivered

Decertification



If either you or your buyer become decertified, the Fairtrade contract becomes immediately invalid and you are not permitted to sell under the Fairtrade contract or sign any new contracts.

Suspension

If either you or your buyer is suspended by Fairtrade, you need to fulfil the existing contract, as agreed. However, traders and producer organizations under suspension are not allowed to sign new Fairtrade contracts, except with an organization that they already have an existing business relationship with (and then only up to 50% of the volume traded with them in the previous year).

2.4 Use of FAIRTRADE Marks

Core requirement  Development requirement 

2	Trade	Applies to	Year			
2.4	Use Fairtrade trademarks		0	1	3	6
2.4.1	Seek approval before you use any of the Fairtrade Marks on wholesale packaging or external promotional material	Organization 				
2.4.2	Sign a contract with FI or NFO if you want to sell directly to producers for the use of the mark	Organization 				

Why is this important?

It is necessary to formalize the use of the FAIRTRADE Mark so that it is not used improperly. This helps to protect the integrity of the Mark, including among consumers.

What is external promotional material?

Materials created to promote the Fairtrade products that organizations produce and trade outside the organization.

Can I use the FAIRTRADE Mark?

If you want to use the FAIRTRADE Mark internally, you do not need permission, but you should still comply with the Mark guidelines for producers. This includes for use on:

- Posters and flyers (with information for members)
- Wall paintings
- Assets funded with the Fairtrade Premium to mark Fairtrade Premium projects



If you want to use the FAIRTRADE Mark on external promotional material, you are allowed but you must first ask Fairtrade International for permission (artwork@fairtrade.net). This includes for use on:

- Export/transport boxes, drums, sacks or other containers for wholesale products
- Brochures, invoices, product information sheets, trade fair materials, websites, or any other material to be used outside the organization - in each case as long as the Fairtrade Mark is clearly linked to the certified product and is not used as your own identity

It's important that you use the FAIRTRADE Mark as a certification mark that refers to your certified products. There are specific guidelines for the use of the Mark for producers, and also a quick guide for a faster look. Links to both will be added to the "[Fairtrade for producers](#)" section of the [Fairtrade International website](#) by end of October 2020. And you can always receive them by writing to artwork@fairtrade.net

Unless you have a license contract (see below for more information), you cannot use the Fairtrade Mark:

- On consumer products to be sold at local stores or on any finished Fairtrade product for consumers



Can I use the Fairtrade Brand Mark (the round logo that Fairtrade International uses)?

No. The round logo, called the Fairtrade Brand Mark, is Fairtrade International's corporate identity, and can be used only by the organization in Bonn, its members and associate members.



If I am already using the FAIRTRADE Mark on brochures/our website/other external promotional material what should I do?

You should write to Fairtrade International (artwork@fairtrade.net) for more information on how to use the Fairtrade Mark properly and to find out the next steps to take.

Will I be suspended or decertified if the auditor discovers use of the FAIRTRADE Mark without permission?

If you are using the Mark on any promotional material as described above, you should write to artwork@fairtrade.net to ask for permission. If you are using the Mark according to the rules, you will receive permission. If not all rules are respected, you will have to prove to the auditor that you implemented the required changes. If you are still waiting for an answer from Fairtrade International, it will be sufficient to prove that you have requested permission to use the Mark.

You should not be afraid that you are going to be decertified because of trademark misuse if you contact our Artwork Coordinator. Fairtrade International offers you a wide range of solutions. It is certainly easier to get into contact with the Artwork Coordinator before you use the FAIRTRADE Mark, so that you can be sure what is allowed and what is not.

Can I use the FAIRTRADE Mark on finished consumer products under my own brand?

If you have a license contract and received artwork approval from a Fairtrade International, then yes.

If you want to use the FAIRTRADE Mark on finished products to be sold to consumers under your own brand, whether at local stores or elsewhere, then you must first sign a license contract with Fairtrade International. Once you have a contract, you will be guided on how to correctly use the Mark on packaging. For more information write to license@fairtrade.net.

If you have any questions about the use of the FAIRTRADE Mark, its guidelines and the approval process, you can write to artwork@fairtrade.net.



3. Production

3.1 Management of Production Practices

Core requirement

Development requirement

3	Production	Applies to	Year			
3.1	Management of Production Practices		0	1	3	6
3.1.1	Inform members about the standard	Organization				
3.1.2	Identify risks of not compliance	Organization				
3.1.3	New 2019 Update identification of risks (3 years at a minimum)	Organization				
3.1.4	New 2019 Define and implement procedures to monitor and assess the performance and compliance of your members	Organization				
3.1.5	New 2019 Implement an Internal Management System (if you are 2 nd or 3 rd organization)	Organization				
3.1.6	New 2019 Implement an Internal Management System (if you are 1st grade with more than 100 members)	Organization				

Why is this important?

The management of production practices helps small-scale producer organizations monitor their members' performance and identify support needs. It can help organizations improve the way they do things, make it easier for them to comply with Fairtrade Standards as an organization and build business relationships with buyers.

What do I need to do?

The requirements for MPP (Management of Production Practices) follow a gradual approach. Before becoming Fairtrade certified, you must inform your members about the environmental and labour requirements that are applicable to them (3.1.1). You can choose whether to do this, for example, through training workshops, lead farmers, and/or translation of the relevant requirements into the local language. During the audit, proof of the activities that have been carried out should be shown to the auditors, through such things as workshop attendance lists, reports or translated requirements.

As a second step, as of the first year of certification your organization has to regularly identify (every three years) where its members are at risk of not complying with the environmental and labour requirements (3.1.2).

What is a risk assessment?

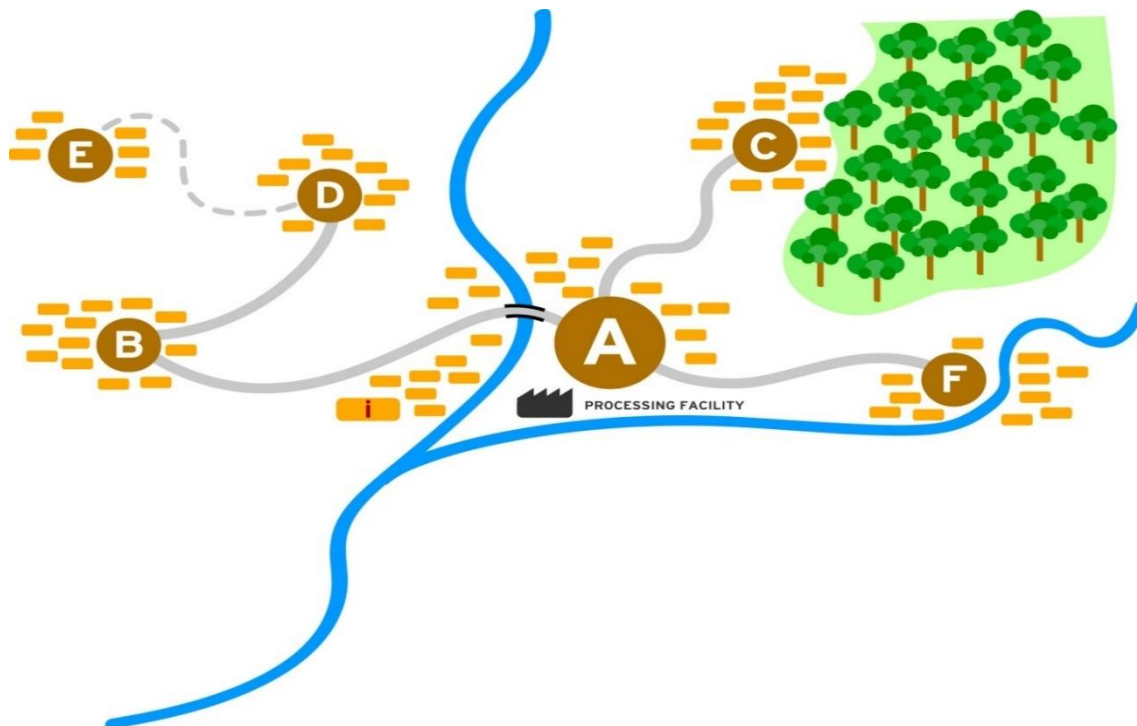
A risk assessment is about assessing the probability of your members not being able to comply with the requirements.

If you have an internal management system, the risk assessment should be part of that system and should be based on information from the farm assessments (see farm assessment data in the internal



management system section below). Even if you don't have an internal management system, it is good practice to carry out farm assessments with regard to compliance on the standard.

Information contributing to the risk assessment can come from the community, from your and your members' experiences or from discussions at the General Assembly. Information for your risk assessments can also be collected through lead farmers, community leaders, focus group interviews, or be identified by the traders, civil society organizations, media, government inspections or through any other measures. You are free to choose how you document the risk identification. For instance, it could be a map of your area indicating the requirements that may cause problems in certain villages. Here is an example of what this assessment of risks could look like:



Community A: Central offices of the organization. Processing facility with more than 10 workers: all labour requirements apply and health & safety conditions can be improved. Processing facility discharging waste water to river – risk of contamination + Member 1: large member with more than 10 workers. Labour requirements apply.

Community B: No identified risks

Community C: Close to undisturbed forest (considered high conservation value) – risk of expansion of local farms and illegal logging.

Community D: Fields in very steep slopes – risk of erosion.

Community E: Very isolated, not enough workers during harvest season and no schools – risk of child labour

Community F: The only one that is not organic and very dependent on pesticides – risk of using forbidden materials and risk of non-compliance with safety measures.



You need to repeat this procedure of identifying your risks at least every 3 years (3.1.3) or more frequently when necessary. The decision on how often this assessment should be done, may depend on the number and type of issues learned during the previous assessment, or on the number and type of non-conformities received during the audit. Regularly identifying your risks can help you to detect your own weaknesses and strengthen internal capacities to continuously improve your system. It should also prepare you for the Fairtrade audit, as you can identify and act on weaknesses beforehand.

How can I monitor members' performance?

Requirement 3.1.4 is about implementing a procedure for monitoring and assessing the performance of your members against the production requirements. A monitoring and assessment procedure could be as uncomplicated as a piece of paper from each member to the organization stating their performance against the Standard, including number of workers engaged and job contractors or job brokers involved. It could also start with surveying only a sample of the membership and gradually including more members. It can also be part of an internal management system, if you have one.

Please note that if you already have some kind of management system in place e.g. an internal control system (to keep track of compliance specifically with Fairtrade Standards or other requirements of another relevant certification), that also enables you to monitor the performance and compliance of your members, that can be enough to comply with 3.1.4.

What is an Internal Management System?

An internal management system starts with a database of information about your members and their production, including involvement of job contractors or job brokers that hire your workers and workers involved in all phases of farming, and the location of your members (e.g. if located near protected areas or water bodies etc) and their agricultural practices. This database enables your producer organization to have a clear overview of its membership and be able to analyse risks, challenges and opportunities. It is important to know, before data collection, what specifically you want to achieve. For example, you may want to better understand members' needs (including farming needs) and act upon them, track and predict production, or monitor and assess member compliance with the production chapters of the standard. Knowing your objectives in advance can help you to understand what data you need to collect and avoid collecting data that will not be used.

Having a well-run internal management system in place can help optimize efficiency, build confidence with business partners who are increasingly requiring monitoring and response systems and strengthen commercial relationships.

General principles for a functioning internal management system are:

- A documented description of the IMS
- A documented management structure
- One person responsible
- An internal regulation
- Identified internal inspectors
- Training of personnel, internal inspector
- Annual inspection protocols
- Use of internal sanctions
- Regularly updated Growers List



Who needs an internal management system?

An internal management system can be useful for all producer organizations. But according to the Fairtrade Standard for Small-scale producer organizations, only 2nd and 3rd grade producer organizations must implement an internal management system (3.1.5). For 1st grade organizations with over 100 members it is a development requirement (3.1.6).

An internal management system can also help you to comply with other requirements throughout the standard, including on the following topics:

- Tracking product flows and traceability (2.1.2 – 2.1.8)
- Identifying risks and monitoring performance (3.1.2 – 3.1.4)
- Reporting and financial audits of Premium use (4.1.6 and 4.1.10)
- Planning and hosting training sessions for members on various topics covered in the production chapter

What tasks are involved?

System management: One person should be responsible for managing the internal management system and planning related activities - this could be, for example the same person responsible for certification (1.1.2). This person should ensure there is a documented description and structure of your internal management system, which includes plans, rules, policies, and roles and responsibilities of all involved. Further people can be involved to take on tasks covered below.

Data management: Data managers need to be able to extract and update information, make sure your database is secure and have system back-ups.

Data collection: Data will be needed from various levels of your producer organization. A large amount will, in particular, be needed from the members directly. Data collectors will need to have solid technical understanding of the questions and the Fairtrade Standards. To establish a good relationship with the members, data collectors should explain the purpose and value of collecting data and your organizations' rules on data protection (see below). This will increase members' confidence in your organization, and members will be more likely to provide you with accurate, honest (and possibly sensitive) information, without having to worry about what happens to that information. If data collectors are young (between ages of 18 and 24 years), they would need to obtain support in the form of targeted trainings. When collecting data on child labour, forced labour and gender-based violence, it is important that data collectors and managers be trained on rights-based ways of collecting and recording information. Best practise suggests that usually two persons (one male and one female) are involved in the collection of this data and that all data collection for these issues follow protection and safety requirements when identifying and responding to persons impacted by these unacceptable and non-compliant practices.

Data analysis: Data collection is pointless if it is not analysed. Data analysts need to be able to interpret the data, have a good understanding of the technical aspects of the data, and propose recommendations as a result. Data analysis is needed for completing risk assessments, checking compliance with national law and the Fairtrade Standards, and for proposing activities to support members.

Technical assistance: To support members in making improvements or overcoming identified challenges, lead farmers, extension officers or other relevant support people can provide technical assistance through workshops or on a one-to-one basis. Good technical understanding, knowledge of the Fairtrade Standards and communications skills (being able to listen as well as explain things simply and clearly) are all essential to this task.



Compliance management: At least once a year, relevant staff members (who have good technical experience and knowledge of the Fairtrade Standards) should carry out internal inspections of the farms to check against compliance with the Fairtrade Standards. The inspections should be carried out in line with your internal rules (see system management) which can include sanctions if your organization so chooses.

Training staff: Staff working on any of the above tasks will need training on how to use the internal management system and how to approach members on the data topic etc.

Will we need to hire new staff?

If you don't yet have an internal management system, there will be some initial work needed in setting it up, but it is not necessary to hire new staff to run the internal management system. Other tasks covered in this section can be split among relevant staff, for example, data collectors should be those that have the most contact with members and technical knowledge. Once up and running, the internal management system should help your producer organization to be run more efficiently, and therefore can save you time and effort in the long run.

Will we need new software?

No particular software is necessary. If you are already using some form of an internal management system, it is fine to continue using that, as long as you also include any missing elements from the list below into your system. You may choose to invest in a special data management system, but standard programmes like Excel or Access are sufficient.

Can we have a paper internal management system?

If an electronic internal management system is difficult to implement, a paper version is possible too, but it will take more time to manage and there may be limitations to data analysis possibilities.

You may choose to collect data through various ways, for example, you may collect it in paper form and later add it manually to the electronic database or you can collect it all electronically.

How should we collect the information needed from the members?

You can gather the data through various methods, such as via focus groups or questionnaires for members to fill out (either in paper form or electronically). If you use questionnaires, it is recommended you structure the questions clearly and, if you have a good idea of the likely responses, you can offer multiple choice and yes/no answers. Such questionnaires are easier to complete and make data analysis easier. If the members have difficulties in filling them out or providing information, you may need to run workshops to explain some details.

How often should we collect the data?

It depends on how often the data changes: if it's related to the produce, it will need to be re-collected every season; whereas if, for example, household information changes, the farmers should inform you of those changes at the time of the change. A good practice is to print out data sheets and ask members to check and update their personal and farm data every year at the General Assembly.



How do we ensure the data is protected?

You should have clear rules around how you collect, keep and use data, and share these transparently with your members. Your rules should provide clear answers on:

- Where the data will be kept (i.e. the database or folder)
- Data security (i.e. whether under lock and key or protected by password)
- Who will have access to it and who it will be shared with
- How the data will be used
- Confidentiality of the data

What data do we need to collect?

Firstly, you need to be clear about what you want to achieve through your internal management system (e.g. increase production, address publicly known risks and/or improve compliance with Fairtrade Standards). Then you need to decide what data you need to be able to achieve those aims. Data collection takes time so there is no point in collecting data that you don't need. The following data categories are recommended (considering local law with regard to privacy):

Personal data can include:

- Unique member code
- Full name
- Date of birth
- Gender
- Citizenship or migratory status
- Mobile number
- Educational level
- Registration date with producer organization

Farm assessment

Farm assessment data is the main information needed about each farm to be able to run an internal management system within your producer organization. Even if you don't have a full internal management system, farm assessment data can also be very useful for carrying out risk assessments (3.1.2). Data can include the categories shown below.

Farm assessment data

Household information

- Number of household members (age, gender, occupations)
- Number of persons living in area surrounding the household where the member lives, including involvement in farm activity

Farm production area

- Location of the farm(s): community, district, region, GPS coordinates
- Land tenure (owner or sharecropper)
- Total farm size & production area
- Location in relation to protected and high conservation value areas
- Availability of schools, medical clinics or other social services in production areas

Farm work and observations

- Number of family members working on the farm (age, gender, additional occupations)
- Number of family members involved in rotational harvesting (age, gender and tasks)
- Number of permanent and seasonal workers on the farm
- Number of contractors and job brokers involved in locating workers
- Planting density
- Tree ages
- Presence/risk of disease
- Access to/use of planting material
- Shade management
- Soil condition/fertility
- Sustainable use of organic waste
- Levels of pruning and weeding practiced
- Adoption of agroforestry
- Replanting
- Access to/use of fertilizer
- Integrated pest management adopted (including safety measures)

Cost of production and income

- Cost of inputs (seedlings, pesticides, fertilizers, equipment)
- Cost of labour (permanent and seasonal)
- Other production costs
- Income from sales
- Other income
- Premium received

Support activities

- Training received (topic addressed, date and trainer)
- Equipment borrowed (date and conditions)

Records of compliance with the Fairtrade Standards

- Results of internal inspections and risk assessments, including corrective actions
- Any sanctions received.



3.2 Environmental Development

Environmental management

Core requirement Development requirement

3	Production	Applies to	Year			
3.2	Environmental Development					
	Environmental Management		0	1	3	6
3.2.1	Appoint a person for compliance with environmental requirements	Organization				

Why is this important?

Due to many requirements that individual producers need to follow related to environmental development, it is useful to have a coordinated and well-managed approach.

What do I need to do?

You need to give one person the responsibility of managing this task. The person needs to be able to organise whatever action is needed (training, awareness-raising) to ensure all members can comply with the environmental development requirements.

Pest management and hazardous materials use

Core requirement Development requirement

3	Production	Applies to	Year			
3.2	Environmental Development					
	Pest management and hazardous materials use		0	1	3	6
3.2.2	Train members on Integrated Pest Management	Organization				
3.2.3	Pesticides are applied based on knowledge of pests and diseases	Members				
3.2.4	Train members and workers on safe handling of hazardous materials	Organization				
3.2.5	Ensure members and workers wear personal protective equipment	Organization				
3.2.6	New 2019 Raise awareness on hazardous materials risks	Organization				
3.2.7	No pesticides application close to human activity	Org & Members				
3.2.8	No pesticides application close to human activity and water sources (if sprayed by air)	Org & Members				



3.2.9	Minimize risks of central storage of hazardous materials	Organization				
3.2.10	New 2019 Minimize risks of storage of hazardous materials	Members				
3.2.11	New 2019 Label all hazardous materials	Members				
3.2.12	Plan spray and prevent accidents and spills	Members				
3.2.13	No re use of hazardous materials containers to store or transport food or water	Org & Members				
3.2.14	New 2019 Cleaning and storage of hazardous materials containers	Org & Members				
3.2.15	Choice of pesticides	Organization				
3.2.16	No use of materials on the Hazardous Materials List part 1 (Red List)	Org & Members				
3.2.17	Materials in the Orange List are used only under conditions	Org & Members				
3.2.18	Ensure members do not use materials on the Hazardous Materials List part 1 (Red List)	Organization				
3.2.19	New 2019 Minimize use of herbicides	Organization				

What are pesticides and hazardous chemicals?

The term pesticide refers to insecticides, herbicides, fungicides, acaricides, biocides, and algacides. The term hazardous chemicals refer to substances that pose a danger either to the environment or human health or both. Pesticides and chemicals are commonly used in agricultural workplaces. Furthermore, fuels, disinfectants and emissions such as dusts or fumes are also considered hazardous substances.

“Hazardous substances include (1):

- harmful/toxic - causing transient or permanent damage to body functions
- corrosive - causing damage to living tissue
- irritant - causing local irritation to living tissue
- sensitising - causing an allergic reaction
- carcinogenic - causing cancer
- mutagenic - causing genetic damage
- a substance toxic to human reproduction

What is the Fairtrade approach to pesticide use and hazardous chemicals?

Some pesticides are extremely hazardous to human health and to the environment. Fairtrade’s Environmental Strategy intends to enable producers to face their environmental challenges, strengthen their livelihoods and contribute to a more sustainable planet.

The main aims of the approach to pesticides are:

- protecting the health of people involved in the production of Fairtrade crops; and
- supporting the implementation of good agricultural practices in order to move towards sustainable production.



The approach focuses on:

- using minimal amounts of pesticides by adopting integrated pest management (IPM);
- using pesticides with lower toxicity;
- handling pesticides in a proper way to avoid risks by reducing exposure of people.

The intent of the requirements in this section is to:

- minimize risks from handling pesticides by controlling the risk of exposure of members and workers to hazardous substances, prevent accidents, and avoid long-term risks,
- promote the use of integrated pest management tools, and
- reduce the amounts of pesticides used as much as possible.

How does Fairtrade classify pesticides and hazardous chemicals?

Fairtrade requires that producers abstain from using the worst pesticides when producing their Fairtrade crops. Pesticides by nature are toxic substances but some of them are more dangerous than others in different ways. Some can be very toxic in only small amounts and others may cause diseases such as cancer. Hazard classification of pesticides may be based on these characteristics and some pesticides may present several different types of hazards. There are many different lists and organizations that address the issue of the worst pesticides.

Fairtrade includes in its Standards a list of dangerous pesticides known as the Hazardous Materials List (HML). The Fairtrade International HML has three parts:

Part 1: The Red List

This is a 'prohibited' list and includes materials that must not be used on Fairtrade products.

Part 2: The Orange List

This is a 'restricted' list, which includes a list of materials that can only be used under the conditions specified in the HML document (https://files.fairtrade.net/standards/Hazardous_Materials_List_EN.pdf) thus restricting their use. The use of materials in this list will be monitored by Fairtrade International. Operators should be aware that some of these materials are to be phased out by 30 June 2020 and 30 June 2022, as indicated in the list. The other materials in the list may eventually be prohibited and you are encouraged to abandon their use.

Part 3: The Yellow List

This is a 'flagged' list and includes materials which are flagged for being hazardous and should be used under extreme caution. No additional conditions are prescribed by Fairtrade International for the use of these materials. The materials in the list can potentially be moved to the Red List (prohibited) or Orange List (restricted) as new information is generated on their hazards. Fairtrade International will be monitoring the classification of these materials by international bodies like PAN, WHO and FAO and materials may be prohibited in the future. Operators are encouraged to abandon their use.



How was the HML put together?

The HML requirements (3.1.15 – 3.2.19) apply to all Fairtrade certified producers.

The HML has been built based on information from the Pesticide Action Network (PAN) International List of Highly Hazardous Pesticides (HHP), which covers international agreements between governments and multilateral organization lists, such as:

- POP: The Stockholm Convention on Persistent Organic Pollutants: “a global treaty to protect human health and the environment from chemicals that remain intact in the environment for long periods, become widely distributed geographically, accumulate in the fatty tissue of humans and wildlife, and have adverse effects to human health or to the environment. Exposure to Persistent Organic Pollutants (POPs) can lead serious health effects including certain cancers, birth defects, dysfunctional immune and reproductive systems, greater susceptibility to disease and even diminished intelligence.” (1)
- PIC: The Rotterdam Convention on the Prior Information Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, also known as the PIC Convention. Its aim is to guarantee information exchange in international trade in pesticides that are banned, withdrawn or severely restricted in at least two countries in two regions for health or environmental reasons. (2)
- World Health Organization’s (WHO) list of Extremely hazardous pesticides, category 1a
- World Health Organization’s (WHO) list of Highly hazardous pesticides, category 1b

For more information on the Fairtrade Hazardous Materials List, and the reference lists on which it is based, you can refer to full document:

https://files.fairtrade.net/standards/Hazardous_Materials_List_EN.pdf

What do I need to do?

As an organization your role is to be informed about those pesticides being used by your members and inform producers about the requirements in relation to the type of pesticides that may be used on the Fairtrade crop, specifically those on the HML List. It is important that this information is available to the certification body.

The relevance of this is that it helps the organization to better explain the requirements to the producers as well as to explain that these pesticides pose a high danger to their health. It is also important because the producer organization can better explain the certification requirements to producers. Specifically, your organization should be able to support producers in identifying pesticides prohibited in the Fairtrade Standards, as well as those which can be used under specific restricted conditions and the approach on their reduced use need to be recorded in the phase-out plan, which will be monitored. It is expected that the knowledge on the HML materials and identification of those which are still being used by farmers will trigger efforts on identifying available substitutes and promoting an exchange of best practice.

What is Integrated Pest Management?

The FAO defines Integrated Pest Management (IPM) as:

“The careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduce or minimize risks to human health and the environment. IPM emphasizes the growth of a healthy crop with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms.”



When you and your members introduce IPM measures, Fairtrade encourages you to manage your production systems using existing natural attributes present in your fields as well as your traditional knowledge. IPM offers you and your members the opportunity to reduce the amounts of pesticides used, because these materials are seen as one of several alternative measures of control and not the only one.

IPM incorporates three basic steps: 1) prevention, 2) monitoring, and 3) control

Prevention

IPM starts even before the crop is planted. IPM implementation requires knowledge based on the ecosystem approach to crop production. Protection refers to the need for producers to be knowledgeable about the conditions that affect the development of the crop, its potential pests and diseases and of their natural enemies. This knowledge will allow to plant in a way that avoids problems for the crop in the future.

Some of the aspects that you can consider are the location where the crop is to be sown, planting distance between seedlings, the presence of other crops or of natural vegetation, the direction of the wind and the presence of shade. Hygiene is another example of a preventive measure; removing diseased or old foliage, for example, may help to reduce the occurrence of certain disease-causing fungi. Other preventive measures include crop rotation, ground covers, mixing compost with the soil or the implementation of cultivation techniques that minimize the development of pests and diseases or that favour the development of natural enemies.

IPM is based on the careful observation of the crop and the field where it grows with the aim to identifying pests and diseases as well as natural enemies. It is a key concept that for each crop a certain level of pest or disease presence can be tolerated as long as it is not causing significant economic damage. Understanding what this level or threshold is and how pests and their natural enemies interact in the field, is the basis for an integrated management which does not rely heavily on pesticides. Even in conventional agriculture pest and disease control should not rely entirely or mainly on pesticides. Only when preventive and alternative control measures have not been able to control the problem and when the risk of economic damage exists, should pesticides play a major role in pest control. For each crop and growing condition, you should identify the level where the pest population or disease presence turns into an economic risk for the crop.

Monitoring and control

Periodic monitoring of populations of pests, diseases and natural enemies on the crop and field is necessary to keep potential problems under control and to plan which type of interventions you require and when. Interventions may refer to preventive or control measures. Control should not be too reliant on pesticides but include other types of control such as physical or biological.

Physical control measures include the use of coloured traps that attract pests. Biological control measures include the use of natural enemies. The use of chemical control (pesticides) within IPM is expected to be reduced in terms of quantities. It is also expected that pesticides are used in a proper way for them to be more efficient and especially to avoid resistance. When using pesticides, there is a risk that pests or diseases develop resistance to them especially in cases where the pesticide is used frequently and not in rotation together with other materials. When resistance builds up in pests and diseases then the pesticide is not able to control the pest population. This normally results in the need to use larger quantities of pesticides.



What can I do to promote Integrated Pest Management?

Your producer organization should provide or facilitate member training on Integrated Pest Management which is specific to the Fairtrade crops (development requirement 3.2.2).

The training should cover:

- Crop development conditions
- Pest and disease life cycle and development conditions and their effects on the crop
- Natural enemies
- Preventive measures such as:
 - Use of pest and disease-free planting material
 - Avoiding fields with known history of pest and diseases presence
 - Consideration of plant density
 - Consideration of other climatic conditions and shade
 - Avoiding fields where soil is flooded
- Control measures including physical, chemical and biological control methods and how to use them in an integrated way
- How pesticides affect pests and diseases and how to create a pesticide rotation program
- Monitoring methodologies including:
 - a method to define the level of the pest and disease population that has an economic impact on the crop;
 - a description of monitoring methods such as number of plants to be checked, their distribution and frequency and how decisions for control are made based on this information.

It is also good practice to use different control strategies without relying heavily on a specific one, especially pesticides.

What do I need to do to minimize risks related to pesticides and hazardous chemicals?

Your producer organization needs to ensure that pesticides and other hazardous chemicals are handled properly to avoid exposure of people to these hazardous substances. You therefore need to enforce certain regulations with regards to the sale/ distribution, storage and handling of agrochemicals, including that properly trained individuals perform the tasks associated with distributing, storing and handling pesticides and other hazardous chemicals, and that educational training programs serve to develop skills, improve member and worker competency, and promote awareness.

You should train your members about chemical issues that (may) affect their health. This involves sharing information on the risks associated with the storage and handling of pesticides and chemicals, on the content of labels, on how to handle accidents and spills, on the proper disposal of empty containers, and on the use of Personal Protective Equipment (PPE).

What is proper handling?

Being careful in all activities that producers are involved in when using pesticides and hazardous chemical, such as production, post-harvest treatment, processing, storage and transportation. It also covers being careful when cleaning up spills and accidents. To ensure proper handling of pesticides and other hazardous chemicals, you should provide clear guidelines for packaging, transport, transfer, storage, dispensing, application, spillage and disposal of containers and waste to your members.

Packaging: You should store pesticides in their original packaging. It is important that



- the contents cannot escape during handling, storage, stacking, loading and unloading;
- the contents will not deteriorate or be spoilt;
- the contents are labelled or marked with the original seal (see below).

Labelling: The purpose of a label is to make sure that you know what is in a package or container and that you know how to use it properly and know how to dispose of it properly. Most pesticides and hazardous chemicals have comparable labelling requirements.

To ensure proper handling, you should provide your members with an explanation of all labels (see below) and/ or data sheets for all materials used. You can ask your supplier for a chemical safety data sheet. A translation of the main contents of the data sheets into your language could also be helpful (or translation into an understandable language). Labels should state:

- the product trade name,
- generic material (active ingredients),
- formulation in the container,
- concentration and doses for use,
- exactly what it can be used for.

Your organization needs to ensure, wherever possible, that pesticides are only used for the designated crops.

A training session on labels should include information on warning symbols and signal words.

Warning symbols: Visual warning symbols on pesticide labels indicate the kind of harm that can result from pesticide misuse or mishandling. They alert the user to the degree of the hazard (by the shape of the border) and to the type of hazard (by the centre "picture").

Flammable



The "fire" symbol is a warning that the pesticide is flammable or easily ignited. Keep the pesticide away from heat, sparks, or open flames. Do not smoke while mixing or applying the product.

Explosive



The "exploding grenade" symbol indicates that the pesticide can explode, e.g., pesticide in pressurized cans. Explosive conditions may also be created by using Roundup or Rustler (glyphosate) in a galvanized steel spray tank.

Corrosive



The "corroded hand" symbol indicates that the pesticide is corrosive to the skin and eyes. The chemical is either acid or alkali (caustic) and can burn the skin. Protect the skin and eyes when using these products.

Poisonous



The "skull and cross bones" symbol warns that the chemical is poisonous if taken into the body. Keep the product out of reach of children. Use the appropriate measures when dealing with poisonous products in order to minimize risks.

Transportation: Proper transportation of pesticides involves:

- Products in good-quality containers from the supplier; no damaged or leaking containers should be accepted from the supplier
- Any vehicle transporting a product should not damage the container (e.g. through sharp edges or nails)
- Unnecessary collisions or violent falls should be avoided as containers may burst or weaken
- Any information provided with the pesticides such as labels, accompanying information or data sheets should be transported with it
- Random stacking should be avoided during transport (e.g. containers of liquid products should be transported top-side up and excessive loads should not be put on top)
- Pesticides should be isolated from other materials transported on the same vehicle. This especially refers to the separation of food and water from transported pesticides.
- Water-soluble packages should be protected from bad weather (e.g. rain) by a vehicle roof or waterproof covering;
- Pesticides should not be carried alongside the driver in a vehicle and always separate from people, food and water, e.g. store pesticides in trunk; drivers should take extra care. They should be competent to take precautions in the event of spillage wherever possible and avoid contamination of anyone providing help.

Transfer: Pesticides should be transferred from one container to another only in exceptional cases. Where this is necessary, the receiving container should be:

- the manufacturer's container, when possible, that has previously held the same product;
- of the same quality as the original container;
- properly labelled or marked with the commercial name of the substance or the active ingredient, preferably keeping the original label;
- completely clean and empty; and
- not overfilled with a liquid so as to cause spillage when pouring.

Spillage: Pesticide spillage is both wasteful and dangerous. It should be avoided wherever possible but if it occurs it should be dealt with immediately. Action in the event of spillage should include:

- immediate steps to avoid that the spillage contaminates a wider area;
- keeping other people, animals and vehicles away from the site;
- wearing appropriate PPE (see below);
- soaking up the agrochemical with absorbent material (e.g. dry sand, soil or wood shavings), removing the contaminated matter (e.g. with a brush and shovel) and disposing of it in a way to minimize health risks;
- decontaminating any remaining traces of spillage including that on vehicles or equipment by washing down and draining the contaminated water to a safe place, or soaking-up; and
- washing immediately afterwards.

Disposal: The following general rules should be observed during waste disposal:

- Never just dump agrochemical waste randomly.
- Never dispose of agrochemicals that might cause any risk to people or the environment.
- Whenever possible, waste should be disposed of through a company or persons licensed to handle waste disposal. Get advice about disposal from the supplier, local authority or community leader.
- Waste should be disposed of as soon as possible; it should not be accumulated.
- The user should read the label on the package or container for specific advice on waste disposal.
- Empty agrochemical containers should never be reused. All containers should always be cleaned thoroughly before disposal. It is best that they are cleaned following the labelled instructions. If there are no instructions, triple rinse the containers in water. Make sure that the water used for rinsing does not contaminate the environment; particularly drinking-water.



- Containers for liquid should be emptied before cleaning. After cleaning, the containers should be punctured in several places to make them unusable, and stored in a secure compound until their disposal is arranged. Packages of dry powders must be shaken out into a mixing vessel or the applicator tank.
- In certain instances, it may be allowed to burn lightly contaminated packaging as a means of disposal. Fumes and any smoke produced may, however, present a serious health risk and advice from the agrochemical supplier should be sought for any activity other than a very minor operation. National legislation needs to be checked accordingly.

Storage and purchasing: Agrochemicals are most vulnerable to theft, vandalism, accidental or deliberate misuse or the effects of extreme weather conditions during storage. In order to facilitate oversight and management of the agrochemicals used, it is therefore best practice (where possible) to store agrochemicals centrally in one location and additionally, to centralise the purchasing of agrochemicals for the whole producer organization by having one person responsible.

Storage places should not be located:

- in areas where floods could occur or with a potential for the pollution of underground water supply sources (e.g. wells and boreholes);
- in upstream catchment areas for water supply or
- in environmentally sensitive areas.

Users should also ensure that any building used to store agrochemicals:

- is of sound construction, resistant to fire, extremes of temperature and chemical action, and impervious to liquids;
- has suitable entrances and exits with fire-resistant doors opening outwards wherever possible;
- contains spillage and leakage in order to protect the external environment;
- is kept dry and is resistant to extremes of temperature;
- has adequate light;
- is properly ventilated to remove stale or contaminated air;
- is suitably marked with a warning sign (e.g. the skull and crossbones) and secured against theft;
- is well organised so that agrochemicals can be stored easily, in a secure and orderly way with clearly visible labels.

Other considerations:

- a water supply should be available nearby but not in the storage area;
- a record of the agrochemicals in the storage area should be kept separately in an accessible place in the event of an emergency such as fire or unauthorised use;
- adequate first-aid facilities should be available to treat minor injuries and possible eye and skin contamination;
- smoking and fire should be prohibited within the storage area. A suitable fire extinguisher should be at hand, in case of emergencies;
- washing facilities should be provided close to the storage area and equipped with a wash basin and clean running water, soap and towel;
- separate ventilated space should be provided for PPE and for personal clothing. This space could be a cupboard or locker and must not be within the agrochemical storage area;
- empty containers should be triple rinsed and stored in a secure area with agrochemical waste; they should never be used to store food, water or other substances that may be consumed by people or animals. Even a tiny amount of agrochemical residue could lead to serious illness or death;



- agrochemicals should only be dispensed into application equipment on a solid level surface close to the storage area. Any drainage should be into an agrochemical containment area, to avoid polluting the surrounding environment.

Personal protective equipment (PPE): Many agricultural workers die, are poisoned or injured each year by agrochemicals entering the body. Those agrochemicals that are most toxic are dangerous even in very small amounts. Contamination can occur through inhalation, contact with the skin, lips, mouth or accidental swallowing. Most pesticides present a risk and there are certain measures you can take to control them. The most important measure is to follow the instructions given by the manufacturer which can be found either on the label or on the Material Safety Data Sheets (MSDS). PPE refers to any clothing, coverings or devices designed to protect you from exposure to pesticides. The items required will depend on the harmful effects of the agrochemical and the way in which it is used. In practice, labelled information supplied with the agrochemical will generally specify the level of PPE required.

The appropriate PPE, its use, and maintenance are essential for your protection when using hazardous agrochemicals. This is generally specified on the product label of the agrochemical itself. When unsure, advice should be sought and the following should be considered in choice of PPE:

- Garments used should not absorb liquids
- Garments should be resistant to agrochemicals
- Garments should fit well without gaps to inhibit exposure
- Garments should be washable without any substance being retrained in “trap points”
- PPE should be user friendly, and not prevent you from carrying out the necessary task
- Respirators should be fitted with the appropriate cartridge or filter
- Clothing that you wear at the start of each day should be clean, dry and in good condition
- Clothing should be worn correctly. E.g., when gloves are worn with an impermeable coverall, it is good practice to wear the cuffs of the gloves inside the shirt sleeves so that run-off of liquids do not drip inside the gloves
- PPE should be decontaminated after use. Gloves and boots should be washed before removal to avoid self-contamination
- Garments should be stored in a clean, dry, well-ventilated rooms separate from other clothing

Typical examples of PPE:

- Head protection (e.g. headgear)
- Protective gloves (e.g. gauntlet gloves)
- Respiratory protection
- Head, eye and face protection (e.g. goggles, masks, face shields)
- Boots
- Machinery cabs

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Soil and Water

Core requirement Development requirement

3	Production	Applies to	Year			
3.2	Environmental Development					
	Soil and Water		0	1	3	6
3.2.20	New 2019 Identify land at risk of soil erosion	Organization				
3.2.21	Train members where risks of soil erosion have been identified	Organization				
3.2.22	Train members on appropriate use of fertilizers	Organization				
3.2.23	New 2019 Implement measures to enhance soil fertility	Members				
3.2.24	New 2019 List sources of water for irrigation or processing	Organization				
3.2.25	Inform yourself about the water sources in the area	Organization				
3.2.26	New 2019 Train members on sustainable water use	Organization				
3.2.27	New 2019 Members follow practices that improve water resources management	Organization				
3.2.28	Minimize negative impacts of waste water from central processing facilities	Organization				
3.2.29	Train members on waste water and health risks	Organization				

What is soil erosion?

Soil erosion is one type of soil degradation. Other kinds of soil degradation include salinisation, nutrient loss, and compaction.



In general, soil erosion means that the soil is lost for agricultural purposes. Soil erosion is a natural process. Soil is, for example, naturally removed by water (e.g. rain detaches and transports soil) and wind. Animals and humans also have an impact on soil erosion. Especially agricultural activities, such as tillage, over-grazing, inappropriate cultivation practices, poor management of fertilizers and/ or forest clearing have a major impact on soil erosion. All these activities accelerate the process of erosion. 'Accelerated' soil erosion means that soil is removed faster than it can be replaced by soil forming processes. This may affect both agricultural areas as well as the natural environment.

Typical consequences from soil erosion result in soil infertility and therefore loss of productivity and leads to desertification and flooding. Fertile soils are very important for the sustainability of your production system.

What is wastewater?

In general, wastewater is used water from households, industrial sites, commercial properties and farms. Wastewater encompasses a wide range of potential contaminants and concentrations.

What do I need to do?

Firstly, it is important to know if and where your members' land is at risk of soil erosion, and what water sources your members use for irrigation and processing of Fairtrade products. Where land has been identified as at risk, you should train the relevant members on prevention measures. Additionally, it is important to train your members on fertilizer use, how to increase soil fertility, and also on sustainable water use and treatment of waste water so that they can use improve their water resources management and reduce health risks. Guidance on the topics is presented below.

How can I prevent soil erosion and increase soil fertility?

You may prevent soil erosion through:

- Rotating crops
- Planting trees or increasing ground cover.
- Creating windbreaks
- Growing cover crops
- Applying mulch

You may put some of these measures in place to prevent soil erosion and to maintain soil fertility and productiveness. Some of these are explained further below.

Crop rotation: Rotating crops is an important part of crop management. It refers to a series of different crops planted in the same field following a certain order. Growing the same crop in the same place for many years often increases crop specific pests and diseases and depletes the soil of nutrients. With rotation, a crop that leaches the soil of one kind of nutrient is followed by a different crop in the next growing season that returns the nutrient to the soil or brings a variation of nutrients. The advantages of crop rotation are manifold:

- Many crops may have positive effects on succeeding crops in the rotation. They may lead to greater production.
- Rotations are used to reduce pests and diseases in the cropping system and to control weeds by including smothering crop species or green manure cover crops.
- Rotations may also lead to improved soil quality. Nutrients are better distributed in the soil as well.



- Crop rotation may decrease risks as bad seasons may affect some crops more than others.
- Crop rotation can balance the production of residues by alternating crops that produce few residues with crops that produce a lot of durable residues.

Soil cover: There are two main types of soil cover: living plant material such as crops and cover crops, and mulch or dead plant material such as crop residues and pruning from trees and shrubs.

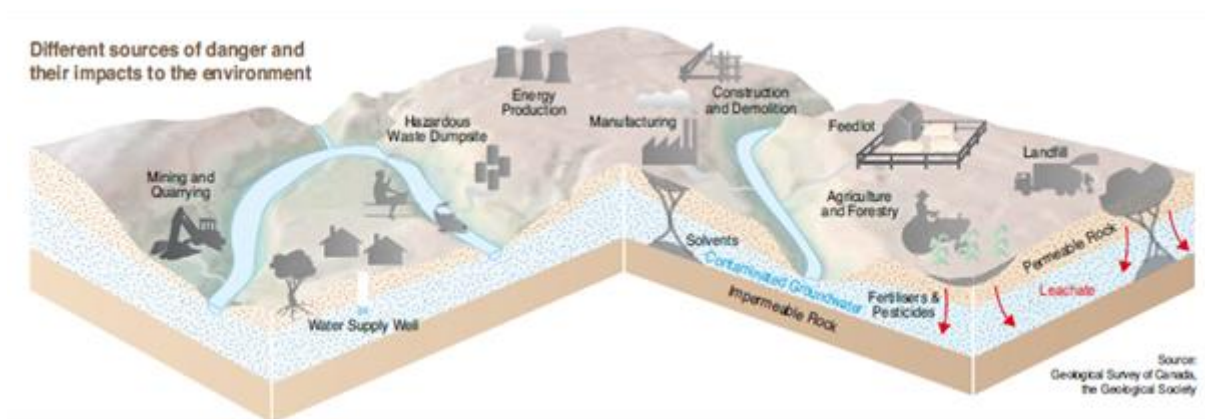
Cover crops are planted to provide soil cover. The planting helps to better manage an agricultural system. Cover crops increase soil fertility, soil quality, biodiversity and wildlife. They also help to decrease weeds, pests and diseases. They may be allowed to grow throughout the cropping season, or they may be killed by being left on the soil surface as mulch.

Mulch is also used to cover soil. There are many advantages linked to soil cover:

- It protects soil from rain, sun, and wind and it therefore reduces soil erosion and protects the fertile topsoil, thus preventing the silting of rivers and lakes.
- It stops soil surface from sealing and reduces the amount of rainwater runoff.
- It suppresses weeds by smothering their growth and reducing the number of weed seeds. This reduces the amount of work needed for weeding.
- It increases soil fertility and the organic matter content of the soil.
- It increases soil moisture by allowing more water to infiltrate into the ground and by reducing evaporation.
- Decomposing vegetation and the roots of cover crops improve soil structure and make soil more stable – making it harder for rain to break it up and wash it away.
- Soil cover stimulates the development of roots, which in turn improves soil structure, allows more water to soak into the soil, and reduces the amount of runoff.

How should I handle wastewater from central processing facilities?

Water is especially important in industrialized processes (e.g. production, cleaning and rinsing). If unregulated, industrial wastewater has the potential to be a highly toxic source of pollution. The figure below shows different sources of danger with regards to wastewater and its impacts on the environment.



The objective of wastewater management is to reduce the volume and extent of water pollution through certain measures. These measures include capturing water once it is polluted, treating polluted water and using techniques for returning it to the environment and to safely reuse wastewater. The most cost-effective solutions usually focus on preventing contaminants from entering the wastewater stream or



developing a closed system of water use. Industry can also benefit from access to cleaner water resources with fewer impurities, as impurities can add costs to the production processes.

Your producer organization should first identify if large volumes of water are involved in processing agricultural products at a central processing facility - a facility where products from different locations are taken and processed in large volumes. If there is a central processing facility it is important to first identify the type of waste or pollutant present in the water and to then identify the possible treatment methods. Your organization should implement treatment methods that prevent pollution of the environment and health risks for producers, workers or the neighbouring community.

How should I handle other types of wastewater?

Other types of wastewater, for example that come from domestic sources, there is a risk that this water can transmit diseases to people. These diseases can be prevented if people who are exposed to these polluted waters have the knowledge of their risks and at least implement measures that may allow them to treat the water, or to avoid it.

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Biodiversity

Core requirement Development requirement

3	Production	Applies to	Year			
3.2	Environmental Development					
	Biodiversity protection		0	1	3	6
3.2.30	Avoid negative impacts on protected areas and in areas with high conservation	Members				
3.2.31	New 2019 No deforestation and no detriment of vegetation on protected areas or other carbon storage ecosystems.	Members				
3.2.32	New 2019 Implement a procedure to prevent deforestation	Organization				
3.2.33	New 2019 Take measures to protect and enhance biodiversity	Org & Members				
3.2.34	Maintenance of buffer zones around water bodies and areas of high conservation value	Org & Members				
3.2.35	Assure the sustainability and survivability of collected wild species in its native habitat (if your members carry out wild harvesting)	Org & Members				
3.2.36	Raise awareness about rare or threatened species	Organization				
3.2.37	Raising awareness about alien invasive species	Organization				



What is biodiversity?

Biodiversity – or biological diversity - is about the diversity, variety and amounts of plants and animals and other living things in a particular area or region. Scientists sometimes refer to the biodiversity of an ecosystem when talking about a natural area made up of a community of plants, animals, and other living things in a particular physical and chemical environment.

In practice, "biodiversity" suggests sustaining the diversity of species in each ecosystem as we plan human activities that affect the use of the land and natural resources. Everything that lives in an ecosystem is part of the web of life, including humans. Each species of vegetation and each creature has a place on the earth and plays a vital role in the circle of life. Plant, animal, and insect species interact and depend upon one another for whatever each has to offer, such as food, shelter, oxygen, and soil enrichment.

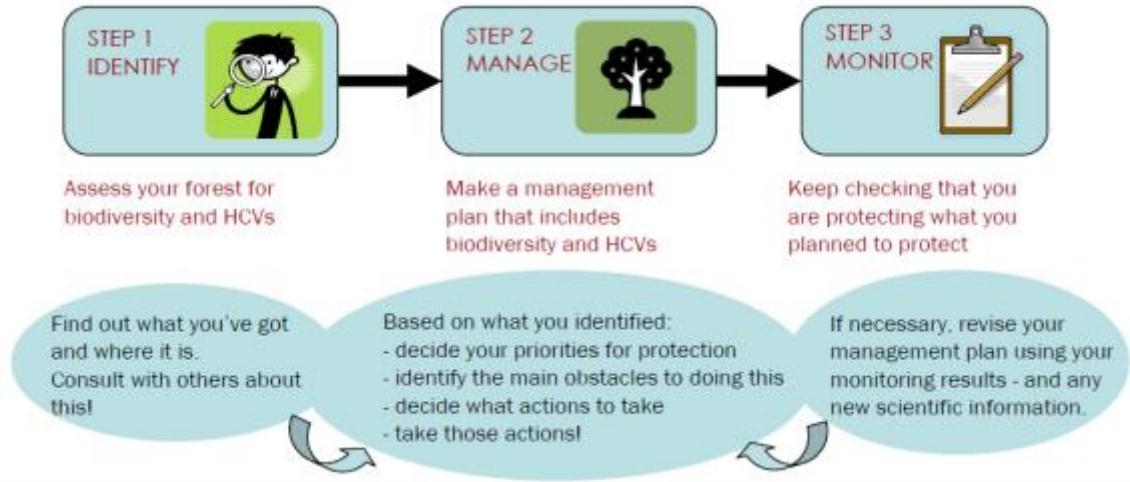
What are areas of high conservation value?

They are natural habitats, which are of outstanding significance or critical importance due to their high environmental, socio-economic, biodiversity or landscape values. "Areas with high conservation value" is a concept developed by Forest Stewardship Council and refers to areas that are worth conserving because they are important on a local, regional or global scale and which may include social value such as the benefits that an area provides to a community in terms of its cultural importance or economic resource. Biological value includes ecosystems or habitats of an endangered species. These areas can usually be identified through natural vegetation with low disturbance from agriculture, forestry, industry, urbanism or other. You may initially identify areas with high conservation value based on available knowledge within your organization and neighbouring community. You may wish to consult with elders and people in the community who may have knowledge of the natural vegetation in the region. For more information see www.fsc.org and www.hcvnetwork.org.

Maintenance and management of high conservation value areas contribute to conservation of an area's/region's most valuable species, ecosystems and landscapes; protection of people against floods, avalanches and soil erosion; conservation of natural resources; valuation of non-timber forest products and environmental services; conservation of an area's most valuable cultural heritage and identity. For example, a high conservation value area could be a forest that provides maintenance of water supplies / drinking water for people who do not have access to alternative sources of drinking water or a forest that protects against erosion and landslides, loss of productive land, damage to ecosystems, property or loss of human life.



How can I ensure the conservation of protected areas and areas of high conservation value?



Source: HCV Network (7)

Within the context of Fairtrade Standards, identification of HCV areas is aimed at ensuring safe and stable supply of resources for producers. That is why what you choose to do should depend on your identified values.

The following six categories of HCVs, covering both ecological and social values can help you identify your potential HCV areas:

1. Areas containing globally, regionally or nationally significant concentrations of biodiversity values. These are areas rich in biodiversity, such as a forest with many globally threatened bird species.
2. Globally, regionally or nationally significant large landscape-level areas such as a large tract of Mesoamerican lowland rainforest with healthy populations of jaguars, tapirs, harpy eagles or caimans as well as smaller species.
3. Areas that are in or contain rare, threatened or endangered ecosystems such as patches of a regionally rare type of freshwater swamp forest.
4. Areas that provide basic ecosystem services in critical situations, for example watershed protection or erosion control.
5. Areas fundamental to meeting the basic needs of local communities such as key hunting or foraging areas for communities living at subsistence level.
6. Areas critical to local communities' traditional cultural identity such as sacred burial grounds within a forest management area.

Once you have identified protected and HCV areas, indirect conversions and loss of high conservation values should be assessed and minimised, and deforestation must not take place.

To support your producer organization in protecting these areas, you must have a procedure in place to prevent deforestation. This may include:

- mapping of protected areas in the region and cross-checking this information with member's farm location to identify areas at risk.



- geo-mapping and polygon maps (including boundaries of the farms) can be used as a tool to map risk areas more accurately;
- identifying if and how your member's activities have negative impacts on at-risk areas;
- raising awareness amongst members on identified risk areas and activities or production practices that have negative impacts;
- promoting the implementation of production practices that have a positive impact (i.e. agro-ecological practices, exchange of good practices, demonstration plots, trainings).
- monitoring members' production practices and other activities in at-risk areas.

What is deforestation?

Deforestation is “the conversion of forest to other land use (e.g. agriculture, planted forest, non-forest land) or the permanent reduction of the tree canopy cover (or crown cover) below the minimum 10 percent threshold” (see the Global Forest Resources assessment: Terms and definitions, FAO, 2020).

The following activities are not considered 'deforestation':

- When a tree crop is replaced by another (for example cocoa, coffee or fruit tree);
- Tree management on agro-forestry or home-garden production systems.
- Forest is “land spanning more than 0.5 hectares with trees higher than 5 meters and a canopy cover of more than 10 percent, or trees able to reach these thresholds in situ. It does not include land that is predominantly under agricultural or urban land use”.

How can I prevent deforestation?

Agricultural practices are one of the key drivers of deforestation. To understand the risks of deforestation taking place among your members, you need to have a procedure that demonstrates your commitment to prevent deforestation. It should include actions that help you not only to identify the risk areas where members' practices may lead to deforestation but also to monitor evolution of their practices over time. This procedure should include, for example:

- mapping of protected areas in the region and cross-checking this information with members' farm locations to identify areas at risk (geo-mapping and polygon maps, including boundaries of the farms, can be used as a tool to map risk areas more accurately);
- identifying if and how your members' activities have negative impacts on at-risk areas;
- raising awareness amongst members on identified risk areas and activities or production practices that have negative impacts;
- promoting the implementation of production practices that have a positive impact (e.g. agro-ecological practices, exchange of good practices, demonstration plots, trainings), and/or
- monitoring members' production practices and other activities in at-risk areas.

What are carbon storage ecosystems?

Carbon storage ecosystems are terrestrial and aquatic ecosystems with a capacity to sequester* and store carbon, maintain environmental quality and provide living conditions to plants and animals. For example, terrestrial natural or semi-natural ecosystem include forests, woodlands, grasslands, steppes and savannas. Aquatic ecosystems are those that are permanently or seasonally flooded by water, for example wetlands, swamps, bogs, marshes, peatlands, mangrove forests or seagrass.



Depletion of carbon pools can be caused by converting natural ecosystems to managed ones, extractive farming practices based on low external input, and soil degrading land use.

* Sequestration is “the process of increasing the carbon content of a carbon pool other than atmosphere” (FAO).

What are buffer zones?

They are areas created to enhance the conservation of a legally or non-legally protected area or body of water. Buffer zones can be used to improve wildlife and fish habitats by providing food, shelter and shade, stabilize soils with plant root systems, reduce erosion and runoff and create natural floodplains.

In agriculture buffer zones are uncultivated areas lying between two or more areas such as fields or forests. They are aimed at the sustainability of land use and water resources (e.g. avoidance of contamination of adjacent water bodies with pesticides), and the reduction of a negative impact on biodiversity and ecosystems of the region by creating a natural barrier.

Based on their ecological functions, buffer zones contribute to the improvement of the environment, and thus to human health and well-being, which is one of the central aims of Fairtrade.

What size should buffer zones be?

The preferred size of a buffer zone is variable, depending on the objectives, availability of land, traditional land use systems, threats and opportunities. From an ecological point of view, the larger the buffer zone and the more it can be seen as an extension of a protected area or a water body, the better for the conservation area and its biodiversity, including natural processes. There are various factors that need to be taken into consideration while planning the size of a buffer zone. For example, many species need specific ecological conditions for such things as seed dispersal, migration, reproduction, food demand etc. Buffer zones, in areas traditionally used by the local populations for cultural purposes like cemeteries and sacred places as well as for subsistence needs can be of any size provided the size of the area is large enough to carry on those activities.

The size of buffer zones along water bodies is often determined by law depending on the country. In general, the width of a buffer zone around/along the water body is determined by topography, soil, ecology, landscape and the size of a water body.

What is wild harvesting?

It is the collecting of products from the wild (e.g. medicinal and aromatic plants, berries, wild fruits, nuts and seeds, mushrooms, fodder, gums, game, fibre and etc.) for any cultural or/and economic reasons. When carrying out wild harvesting, the only productive activity in the uncultivated area is the harvest itself. Sustainable wild harvesting is intended to ensure the continued use and long-term survival of plant and animal species and their populations within their habitats, while respecting the traditions, cultures and livelihoods of the local communities.

Natural resources are not uniformly distributed worldwide and overexploitation of a certain plant or animal populations even in a very small plot of land might lead to extinction of the species, which has also economic consequences. Thus, you need to be aware of the fact that environmental degradation and loss of biodiversity will impact you as a producer.



What impact can wild harvesting have on the environment?

Sustainability of wild harvesting (i.e. the way and the amount of a product or material which is harvested) depends on the habitat and species. This means that criteria are different depending on the species type and the habitats where these species are allocated and there is no universal value parameter for defining the sustainability of wild harvesting. However, the table below helps identify the degree of susceptibility to overexploitation of plants according to their types, growth rates and plant parts subjected to harvesting.

	Wood	Bark	Root	Leaf	Flower	Fruit/seed
Annual	-	-	High	Medium	Medium	High
Bi-annual	-	-	High	Medium	Medium	High
Perennial	-	Medium	High	Low	Low	Low
Shrub	Medium	Medium	Medium	Low	Low	Low
Tree	Medium	Medium	Medium	Low	Low	Low

Source: FAO (10)

What are alien species and alien invasive species?

Alien species are all species, including plants, animals, fungi and microorganisms, that have been intentionally or accidentally introduced to a location, area, or region where they did not previously occur naturally or in other words non-native species.

Invasive alien species are able to rapidly reproduce and out-compete native species, damage the habitat necessary for the survival of native species, thus threatening and degrading the local biodiversity and ecosystems, negatively impacting economies (e.g. losses to crops, forests, pastures, their control costs) and human well-being (e.g. infectious diseases). The estimated annual damage from invasive species worldwide totals more than \$1.4 trillion, which equals five per cent of the global economy (The Nature Conservancy, 2011). In order to secure sustainability of Fairtrade producers, it is important to prevent introduction and invasion of alien species in time.

How can I prevent the introduction of invasive alien species?

There are several aspects, which you need take into consideration to avoid invasion of species:

Do not:

- Introduce exotic species from other regions, countries, habitat types;
- Disrupt the natural balance by altering the environment such as through deforestation or changing the course of a river, and by restricting or eliminating natural processes. In such cases even some native species can become invasive.



Do:

- Safely import, export, transport, stock and trade marine organisms, biological control agents, GMOs, any other native and non-native species of flora and fauna;
- Exchange information and raise awareness among the local population on potential risks and trends regarding exotic species etc.

Keep in mind that even if a species may be beneficial (e.g. biological control agents) or small in sizes and quantity, it can still be invasive.

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7. HCV Network: www.hcvnetwork.org
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Waste

Core requirement

Development requirement

3	Production	Applies to	Year			
3.2	Environmental Development					
	Waste		0	1	3	6
3.2.38	Ensure that your members keep their farms free of hazardous waste	Organization				
3.2.39	Designated areas for waste storage and disposal	Org & Members				
3.2.40	Raise awareness about organic waste and disposal	Organization				

What is waste?

There are many possible definitions of waste and many different types of waste. A simple definition of household waste is material that is no longer used or needed or perceived to have any value. Agriculture may produce different types of waste which may be in a liquid, solid or gaseous form and which may be a hazard for people and / or harm the environment. Waste can be classified as organic which means that it comes from living beings, such as plants or animals, or inorganic which means it comes from minerals, or man-made materials such as plastic.

Waste often ends up in landfill if it is not socially, environmentally or economically viable for it to be reduced, reused or recycled.

Of the different categories of waste, the Fairtrade Standard prioritizes two types: organic and hazardous waste. Organic waste is important for two reasons:

- it is usually present in high volumes and can become a problem if not handled in a way that avoids its accumulation; and
- if reused or recycled, organic waste can become a fertilizer that offer nutrients and can also contribute to improved soil fertility by adding organic matter content and improved texture.

Hazardous waste is waste that poses a danger either to the environment or human health or both. Hazardous waste can be in liquid, solid, gaseous states or sludge. Waste is hazardous when it has one or more of the following properties: toxic, explosive, infectious, radioactive, ignitable, corrosive or reactive.

The variety of hazardous substances used in our everyday lives brings with them an equally great variety of well-documented health effects. In some cases, these substances may irritate the skin or eyes, make it difficult to breathe, cause headaches and nausea, or result in other types of illness. Some hazardous substances may cause far more severe health effects, including behavioural abnormalities, cancer, genetic mutations, physiological malfunctions (e.g. reproductive impairment, kidney failure), physical deformations, and birth defects.



How can I implement good waste management?

You as an organization should strive to re-use materials as much as possible and try to minimize the use of materials that cannot be readily and properly recycled into the farming system. Materials such as plastics, heavy metals, other synthetics or toxins, etc. can be difficult to get rid of in an environmentally friendly way that minimizes risks to health. You can work on raising awareness among your members to minimize the use of such materials and to make sure that disposal is environmentally safe.

You can train your members to identify potential hazardous waste on the farm or region and explain the risks they pose. It is important that members understand that these types of waste should not be present as litter on farms, but collected and placed in a specially assigned location where the risk of them being taken by workers, producers or other community members is avoided. You can work towards having clearly designated - ideally centralized - waste storage areas and towards identification and provision of disposal alternatives together with local authorities or other entities. You can seek advice to ensure that disposal alternatives provided are environmentally sound.

You can work towards training members on the importance of organic waste and organic matter, the potential methods for processing organic waste and raise awareness on its importance for the soil. Possible ways of using organic waste are by composting and reintroducing it on the fields, by mulching and by using green manures.

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Genetically Modified Organisms (GMO)

Core requirement Development requirement

3	Production	Applies to	Year			
3.2	Environmental Development					
	GMO		0	1	3	6
3.2.41	No use of Genetically Modified Organisms (GMO)	Org & Members				

What is a genetically modified organism?

A genetically modified organism (GMO) or genetically engineered organism (GEO) is an organism whose genetic material has been altered by receiving genes from different sources with the help of genetic engineering techniques. For example, this can be a new type of crop that is resistant to certain viruses, pesticides, herbicides or has other characteristics that have been altered through genetic engineering.



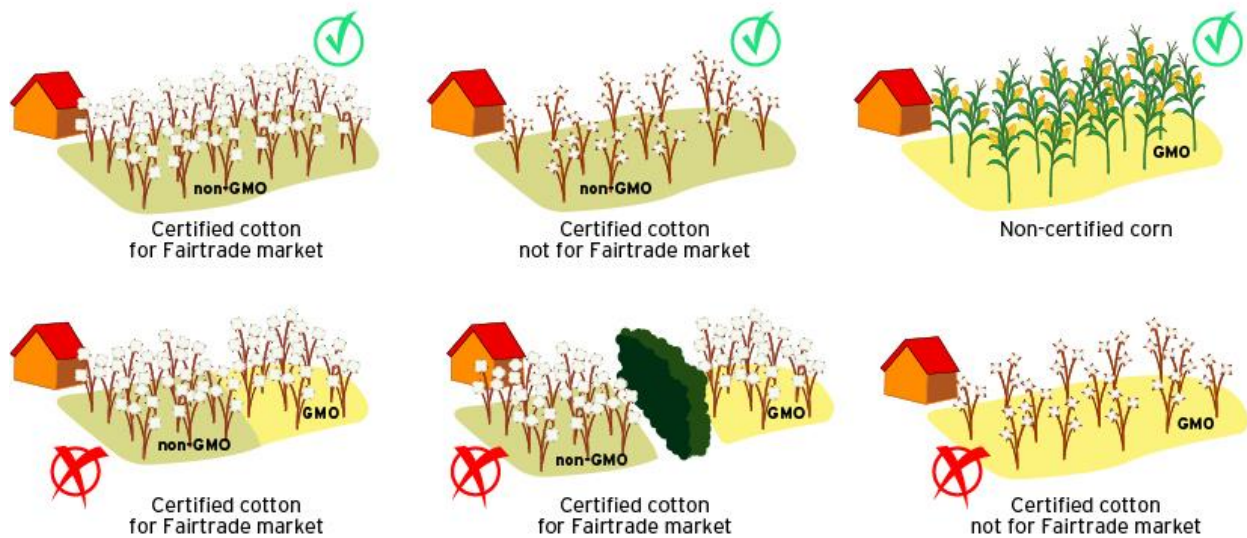
What is Fairtrade’s position on genetically modified organisms?

Use and production of GMO might lead to the following consequences: impacts on human health (e.g. allergens, transfer of antibiotic resistance markers) and on the environment (e.g. transfer of transgenes through cross-pollination, significant reduction in biodiversity) as well as domination of world food production by a few companies and increased dependence on industrialized nations. Therefore, intentional growth/production of genetically modified crops, plants and any other products by Fairtrade producers is prohibited.

How can I prevent the use of genetically modified organisms?

Contamination of non-GM crops by GMO can occur while growing on neighbouring fields through pollen transfer from one field to the other or during harvest, transport or processing. In order to avoid contamination by GM-crops, it is recommended to physically separate non-GM crops (potential Fairtrade crops) from GM-crops by establishing "isolation distances" and "pollen barriers". Isolation distances are the minimum distances required between GM and non-GM fields, so called buffer zones and vary from crop to crop type (see image below).

GMO requirements in this section are applicable to all crops that the organization is certified for even if not intended for the Fairtrade market



and also to other crops grown in the same fields



Pollen barriers are usually natural. They can be hedges and trees aimed at catching pollen and hindering pollen movement. Pollen barriers can also consist of conventional crops of the same species as the GM-



crop, which can actually be more advantageous, as they produce competitive, conventional pollen which can out-compete the GM-crop pollen. It is important to know that the buffer strip of conventional crops is considered part of the GM crop yield.

However, these physical barriers do not guarantee 100% exclusion of contamination by GMOs. In case of high risk of contamination of Fairtrade crops by GMO, testing might be useful. Testing methods include polymerase chain reaction (PCR) analysis (can only be done in laboratories), and strip tests (intended to give quick results as to whether the crop is contaminated or not).

Before you plant your crop make sure that you and your members know:

- your crop and seed sources -seeds should be non-GMO;
- your farm - know your fields to determine which have the lowest/highest susceptibility to GMO contamination from neighbouring fields;
- your neighbours - know who is growing what and let your neighbours know where your organic and non-GMO fields are located;
- neighbouring crops - if possible adjust your planting dates, so that your non-GMO crops do not pollinate at the same time with GMO-crops;
- your equipment - know how the equipment is used and cleaned, do not let the equipment contaminate the non-GMO crop;
- your transport - carefully inspect and clean trucks, make sure they are free of grains, dust and other foreign material;
- your crop storage - carefully inspect and clean storage units prior to use, make sure that storage units are segregated and that GMO and non-GMO crops are not stored in the same vicinity; and
- your harvest - you can submit your crop samples for testing before harvesting them.

You and members of your organization can also establish a list of GMO crops, seed suppliers (with the help of local authorities, databases and other means of knowledge distribution) registered in your country/region to make sure that the contamination by GM-seeds is avoided.

References

1. University of Minnesota: A plan for co-existence, 2004: www.misadocuments.info/GMOlegal-21_web.pdf
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Climate change adaptation and mitigation

Core requirement

Development requirement

3	Production	Applies to	Year			
3.2	Environmental Development					
	Climate change		0	1	3	6
3.2.42	New 2019 Implement measures to adapt to climate change	Organization				
3.2.43	Use energy efficiently in central processing facilities with non-renewable energy	Organization				
3.2.44	New 2019 Take measures to reduce Green House Gas (GHG)	Org & Members				

What is climate change adaptation?

Climate change adaptation refers to adjustments needed to ecological, social, or other systems, processes or practices in response to the impacts of our changing climate (e.g. changes in average temperature, shifts in seasons and increased episodes of extreme weather). The faster the climate changes, and the longer adaptation efforts are put off, the more difficult and expensive it could be to adapt in future.

In agriculture, adaptation measures can include adjustments in crop planting dates to avoid periods of high temperature stress, installation of facilities for rain water collection and use, soil cover/mulch application, use of drought resistant crop varieties, crops diversification, and improved pruning practice.

What are greenhouse gases?

Greenhouse gases (GHG) are gases in the atmosphere that absorb radiation. There are many GHG but the ones you find most often in the atmosphere are:

- Carbon dioxide (CO₂)
- Methane (CH₄)
- Nitrous oxide (N₂O)
- Water vapour (H₂O)

Although GHG make up only about 1 % of the earth's atmosphere, they regulate the climate by trapping heat. GHG warm the atmosphere of the earth. This phenomenon is called the greenhouse effect. In fact, the greenhouse effect is an essential environmental prerequisite for life on earth.

However, as the amount of GHG in our atmosphere is increased there is an increase in temperature Which creates a warming effect that is similar to the warming inside a greenhouse, hence the name “greenhouse effect.” This then leads to a change in the climate and weather patterns.

- The following (human) activities, among others, raise the level of the different GHG in the atmosphere:
- Burning fossil fuels (including gasoline for automobile engines)
- Certain farming practices and land-use changes



- Deforestation (trees use CO₂ and give off oxygen in its place)
- Many factories produce long-lasting industrial gases (i.e. industrial GHG)
- Population growth (more people use more fossil fuels for heating, transportation, manufacturing and more farming occurs for increased food production).

What is the relation between agriculture and GHG?

The increased amount of GHG in our atmosphere comes mainly from industrial development in the Northern countries. There is also a relevant contribution from the global reduction of trees. Many forests are logged for timber. Others are cut down to make way for farming and other agricultural activities. There are fewer and fewer trees to perform the function of transforming carbon dioxide into oxygen. That is one reason for the increase of GHG in our atmosphere. Deforestation also leads to soil erosion that releases the carbon dioxide from the soil. Carbon dioxide is also released through the use of fossil fuels for machinery, transport, delivery of irrigation water, etc. All these activities lead to a change in climate and global warming.

Climate change and global warming have a major impact on agriculture. Small-scale producer organizations (SPOs) are highly dependent on agriculture and therefore on climate. SPOs can make a difference by reducing climate change risks and GHG emissions. It particularly affects those people who are dependent on agriculture by changing the pattern of rainy and dry seasons, causing floods or droughts, and landslides among other negative impacts. By implementing practices that sequester or “capture” carbon, such as mulching, planting trees, introducing compost into the soil, among other practices, will make farms more capable of holding back the impact of climate change while helping to reduce costs of production in the long run.

What measures can I take to reduce greenhouse gases?

Here are some examples of what you can do to sequester carbon or reduce GHG in the atmosphere:

- Keep fertile soils productive using organic methods and reducing tillage
- Use Perennials, tree crops, and other agro-forestry methods keep greater biomass in the cropping system
- Preserve forests and grassland that maintain carbon sinks while protecting watersheds
- Re-vegetate degraded soils

Other possible methods are mentioned in the chapters [Soil & water](#) and [Biodiversity](#) (e.g. using cover crops or implementing buffer zones).

How to identify emission points in your processing facilities:

- Evaluate electricity bills
- Identify high energy-using equipment and times
- Spot where problems might be occurring
- Make rational investment decisions on energy-saving equipment
- Compare other buildings, techniques or sites

Further measures to reduce emissions (in crop storage facilities):

- Improve insulation
- Seal buildings
- Fit a better emissions controller
- Variable speed drives on fans/pumps
- High efficiency motors, lighting, fans and duct design



- Lower period tariffs
- Heat recovery for water heating

Staff awareness, focusing on ‘switching off’: You should introduce an energy efficient culture in your organization. Encourage people to ‘switch off’ all non-essential equipment and machinery whenever practical; including fans, water heaters, lights and compressors. Crop storage buildings equipment, including augers, lights, ventilation and heaters should be turned off when not required.

Compile a maintenance list: You could compile a maintenance checklist of areas to address where energy is being wasted via the building structure. A comprehensive schedule should include checking window panes, frames and roof lights. Include equipment and building fixtures such as lights and fans. Ensure the list is regularly used and updated.

Regularly check equipment settings: Ensure that all you are aware of how to make setting changes to heating and ventilation equipment (where possible) and are aware of the correct settings for different crops, their moisture levels and amount of crop being stored.

References

1. UNFCCC, What do adaptation to climate change and climate resilience mean?: <https://unfccc.int/topics/adaptation-and-resilience/the-big-picture/what-do-adaptation-to-climate-change-and-climate-resilience-mean>

3.3 Labour Conditions

Note: Throughout the labour conditions chapter, there are some requirements and sections (marked with *) which only apply to you or your members if:

- you or your members employ more than 10 workers

AND

- at least 10 of your workers work for more than 30 hours per week for at least one month during one year or equivalent (for example during harvest season).

All other requirements apply to all producer organizations, regardless of the amount of workers you employ.



Freedom from discrimination

Core requirement

Development requirement

3	Production	Applies to	Year			
3.3	Labour Conditions					
	Freedom from discrimination		0	1	3	6
3.3.1	No discrimination	Org & Members				
3.3.2	No tests for pregnancy, HIV or genetic disorders during recruitment	Org & Members				
3.3.3	No abuse of any kind	Org & Members				
3.3.4	No tolerance of Gender Based Violence and other forms of harassment	Org & Members				

What is discrimination?

Discrimination is defined under ILO Convention No. 111 as any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin (among other characteristics), "which has the effect of nullifying or impairing equality of opportunity and treatment in employment or occupation".

Discrimination in employment takes many forms, and occurs in all kinds of work settings. It means treating people differently because of certain characteristics, such as race, colour of their skin or gender or age etc, which results in and reinforces inequalities. If the freedom of every human being to develop their capabilities and to choose and pursue their professional and personal aspirations is restricted, regardless of their abilities, then their human rights are denied. Furthermore, their skills and competencies cannot be developed to their full potential. This could lead to abuse and exploitation of involved workers and disruptions in work output, including in some cases legal risks as well. Eventually this means a loss in productivity for the employer and could lead to frustration in the work force and in some cases, a loss of market.

Discrimination against people living with HIV/AIDS is a growing concern, especially among women. This can take many forms, including pre-employment testing leading to a refusal to hire, testing of long-term foreign visitors before entering a country, and in some countries, mandatory tests for migrant workers.

Other forms of discrimination include dismissal without medical evidence, notice or a hearing, demotion, denial of health insurance benefits, salary reductions, abuse, exploitation and harassment.

What is gender-based violence?

Gender Based Violence is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed (gender) differences between females and males. Gender-based violence is "Violence that reflects the existing asymmetry in the power relations between men and women and that perpetuates the subordination and devaluation of the female" (1). Although anyone can



be a victim of acts of violence, gender is one of the factors that significantly increases vulnerability. Most aggressors are male, whether the victim is male or female.

Other forms of violence, which can be related to or overlap with gender-based violence, include bullying and harassment. Further examples include violence which can be defined as:

- Discriminatory - the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, gender, sexual orientation, ability, and/or religion. Examples would be racial jokes, gendered categorization of work, exclusion of young people from meetings.
- Physical - Any act which causes physical harm as a result of unlawful physical force. Physical violence can take the form of, among others, serious and minor assault, deprivation of liberty, female genital mutilation, child marriages and manslaughter.
- Economic - Any act or behaviour which causes economic harm to an individual. Economic violence can take the form of, for example, property damage, restricting women's and young people's access to financial resources, education or the labour market, or not complying with economic responsibilities, such as care for family members.
- Power – harassment that is characterised by a power disparity between people where the person in the position of power exercises control of a person who is lower on the hierarchy.
- Psychological - Any act which causes psychological harm to an individual. Psychological violence can take the form of, for example, coercion, defamation, verbal insult or harassment.
- Sexual - Any sexual act performed on an individual without their informed consent. Sexual violence can take the form of rape or sexual assault. Children under the age of 18 years cannot consent to sexual acts.
- Retaliation - violence occurs when a person harasses someone else to get revenge and to prevent the victim from behaving in such a way again.
- Quid Pro Quo – "this for that," is an exchange type of harassment. Examples include, if jobs or job benefits are offered on the conditions that a person take part in some kind of sexual conduct.
- Third Party – violence perpetuated by someone outside the producer organization. Instead of the perpetrator being a boss, supervisor, he or she is a vendor, supplier, customer or partner of the producer organization.

What can I do to ensure discrimination does not take place?

You are not allowed to discriminate against your employees/workers. This means you should not, for example, offer positions to, promote or dismiss employees, or provide them with extra benefits on the basis of race, colour, gender, sexual orientation, disability, marital status, family ties, age, HIV status, religion, political opinion, membership of unions or other workers' representative bodies, national or social origin, or any other status. Judgement should only be made on the basis of their ability to carry out the required work. Anyone managing and supervising workers is forbidden to use, support or accept inappropriate punishment in the form of physical aggression or threatening behaviour in gestures or language. The work environment must be free of any form of sexual misconduct or abuse, manipulation or psychological harassment.

What can I do to ensure gender-based violence does not take place?

Where gender-based violence (GBV) and other forms of harassment are endemic or a publicly known risk within a sector or region or area, you are encouraged to include activities to address this in your Fairtrade Development Plan or to develop a written policy that clearly prohibits sexually intimidating behaviour and a monitoring and response system to prevent GBV. If you have an internal control system or an internal management system, you could use this to monitor and respond on a regular basis.



When cases are identified the organization is expected to remedy the situation using a rights-based approach which preserves the dignity and privacy of the impacted person(s). This includes ensuring the prolonged safety of the individual(s), implementing policies, procedures and monitoring to prevent GBV and other forms of violence. Prolonged safety means keeping the person/s free from risk of or actual harm or danger.

The policy can also be linked to a broader policy against any form of discrimination or to the gender policy. Best practice is that the organization builds its capacity to understand GBV and other forms of violence and strengthen its capability to ensure that such harm is eliminated. Where this is not possible it is recommended to seek the support of local expert rights-based organisations to provide the organization assistance in eliminating such practices.

References

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3. ILO Convention 111 concerning Discrimination in respect of employment and occupation: http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:1813821563333225::NO:12100:P12100_ILO_CODE:C111:NO
4. Why do some men use violence against women and how can we prevent it? UNDP 2013: https://www.undp.org/content/dam/rbap/docs/Research%20&%20Publications/womens_empowerment/RBAP-Gender-2013-P4P-VAW-Report.pdf

Freedom from forced or compulsory labour

Core requirement Development requirement

3	Production	Applies to	Year			
3.3	Labour Conditions					
	Freedom from forced or compulsory labour		0	1	3	6
3.3.5	No engagement in forced labour	Org & Members				
3.3.6	NEW 2019 Remediate in case forced labour is identified	Org & Members				
3.3.7	Employment of a worker or an offer of housing is not conditional on the employment of their spouse	Org & Members				



What is forced labour?

Forced labour – also known as compulsory or bonded labour - is the opposite of decent work. The least protected persons, including women and youth, indigenous peoples, and migrant workers, are particularly vulnerable.

In the ILO Convention C29 (Forced Labour Convention), the ILO defines forced labour as “all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself /herself voluntarily” (Article 2(1)).

Forced labour means a person is forced to carry out certain work by threatening him/her with punishment or the loss of rights or privileges. Forced labour can be said to exist when a worker works excessively long hours in a day beyond the maximum set by national law or Fairtrade Standards. In its most extreme form examples of forced labour include trafficking in persons for labour or sexual purposes, abduction, significant physical violence or restraint, or death threats addressed to the victim or relatives. Other forms include threats to denounce victims or prevent workers from leaving their place of employment by reporting them or threatening to report them to the police or immigration authorities when their employment status is illegal. Employers sometimes also require workers to hand over their identity papers, and may use the threat of confiscation of these documents in order to exact forced labour.

Bonded labour, also called debt bondage, occurs when a person is forced to pay off a loan with direct labour instead of actual payment and when the employer grants loans under unreasonable conditions such as very high interest rates.

Many victims enter forced labour situations initially out of their own choice, albeit through fraud and deception, only to discover later that they are not free to withdraw their labour, owing to legal, physical or psychological coercion. Initial consent may be considered irrelevant when deception or fraud has been used to obtain it.

What can I do to ensure forced labour does not take place?

Any form of forced labour including bonded and involuntary prison labour is forbidden. People must be free to leave their employment at any time after an agreed notice period. Employers cannot force a worker’s spouse to work for them. They have the choice to work elsewhere if they wish, even if the employer provides housing for the whole family.

Here are some ideas if action on forced labour needed:

- Have a clear and transparent ‘no forced labour’ policy, setting out the measures taken to prevent forced labour and ensure farmers, farm managers, workers and job contractors or brokers are aware of it;
- Use a gender lens when addressing forced labour and note in some areas women and girls might face multiple forced labour situations;
- Treat migrant workers fairly. Monitor the hiring practices and conditions of work offered by job contractors, job brokers or agencies working across borders, and terminate work with those known to have used abusive practices and forced labour;
- Ensure that all workers have written contracts, in language that they can easily understand, specifying their rights with regard to payment of wages, overtime, retention of identity documents, and other issues related to preventing forced labour;
- Train auditors, human resource and compliance officers so that they can identify forced labour in practice and seek appropriate remedies;



- Promote agreements and codes of conduct by industrial sector (as in agriculture), identifying the areas where there is risk of forced labour, and take appropriate remedial measures.

What is remediation?

Remediation is “the process of ending situations of forced labour and labour trafficking, and as far as possible correcting the harms experienced by victims” (2). Simply put, remediation involves safe withdrawal of persons in forced labour and prevention – implementing projects, policies or procedures, to ensure withdrawn person are not replaced by new ones also in forced labour situations.

Effective remediation should follow a rights-based approach and respond to the needs and wishes of the victim(s) where possible. However, considerations of victim input should be weighed against the vulnerabilities or fears they have because of their forced labour situation. Remediation should consider the local understanding of the risks, sensitivities and factors driving forced labour, make use of expertise of partner organizations and national authorities and serve to prevent further abuses from taking place.

For more details on dealing with risks of forced labour, see reference (2).

References

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2. Ergon, Understanding Remediation , Briefing for Sustainable Agriculture Network (SAN) and ISEAL Alliance, 2018: https://www.isealalliance.org/sites/default/files/resource/2019-02/Forced_Labour_Remediation_Working_Paper_0.pdf
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4. ILO Convention 105 on Abolition of Forced Labour:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:2305803869564939::NO:12100:P12100_ILO_CODE:C105:NO
5. ILO, The Cost of Coercion, 2009: http://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/publication/wcms_106268.pdf



Child labour and child protection

Core requirement

Development requirement

3	Production	Applies to	Year			
3.3	Labour Conditions					
	Child labour and child protection		0	1	3	6
3.3.8	No children are employed under 15 (or age defined by local law)	Org & Members				
3.3.9	Children work with the family under strict conditions	Organization				
3.3.10	No dangerous or exploitative work for children under 18	Org & Members				
3.3.11	Remediation of child labour	Organization				
3.3.12	If you have identified child labour as a risk in your organization, you take prevention measures	Org & Members				

Why is this important?

Over 108 million girls and boys aged 5-17 years old work in the agricultural sector worldwide (4). Discrimination, exploitation, abuse and poverty are the key drivers of child labour. Girls are particularly disadvantaged as they often undertake household tasks either before or after working in the fields. Long hours in the fields prevent children from getting the knowledge and skills through education and training that could help lift them out of poverty.

Fairtrade wants to stop labour that is damaging to children. One of the most effective ways of preventing children from starting to labour too young is to set a minimum age - Fairtrade International follows the ILO convention 138 on Minimum Age.

Not all work that children do in agriculture is bad for them. Tasks appropriate to a child's age, and that do not interfere with a child's schooling and leisure time, and are not exploitative or abusive can enable them to support their households, learn and develop knowledge and skills about farming.

Not all child labour is the same; there are some forms of child labour that are regarded as the worst forms. Fairtrade International follows the ILO convention 182 on Prohibition of the Worst Forms of Child Labour.

What is meant by the unconditional worst forms of child labour and hazardous work?

As stated in requirement 3.3.10, unconditional worst forms of child labour and hazardous work for children, are strictly forbidden.

The term 'unconditional worst forms of child labour', as laid down in ILO Convention 182, covers the following categories:



- All types of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;
- All activities which sexually exploit children, such as prostitution, pornography or pornographic performances;
- Any involvement of a child in illegal activities, especially the production or trafficking of drugs;
- Any work which could damage the health, safety or well-being of children.

Examples of hazardous child labour, determined at the national level in accordance with ILO Convention 182 (and also covered by ILO Convention 138 on Minimum Age) that is potentially damaging include:

- work that takes place in an unhealthy environment,
- work that involves excessively long working hours, night hours, the handling or any exposure to toxic chemicals,
- work at dangerous heights, operation of dangerous equipment and
- work that involves abusive punishment or is exploitative.

While there are no corrections or improvements that can be made to any situations of unconditional worst forms of child labour (since they often relate to criminal acts and are unacceptable, by their very existence and nature), improvements can be made to situations of hazardous work, for example by improving working hours or safety. As such, when determining whether a particular activity is 'hazardous work' or not, consideration is given not only to the nature of the work but also to the circumstances in which the work is being carried out. Each country is expected to generate a list of hazardous child labour, which is to be consulted on and followed.

What is child protection?

Child Protection is the term used to describe the responsibilities and activities undertaken to prevent or to stop children from being abused, exploited, neglected or ill-treated. Child abuse and neglect is defined as all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation resulting in actual or potential harm to the child's health, survival, development or dignity.

Fairtrade is committed to actively protecting children from abuse and exploitation involved in the worst forms of child labour.

The UN Convention of the Rights of the Child defines the following guiding principles:

Definition of the child (Article 1): The Convention defines a 'child' as a person below the age of 18, unless the laws of a particular country set the legal age for adulthood younger. The Committee on the Rights of the Child, the monitoring body for the Convention, has encouraged States to review the age of majority if it is set below 18 and to increase the level of protection for all children under 18. According to Fairtrade Standards a child is any person under the age of 18 years.

Best interests of the child (Article 3): The best interests of children must be the primary concern in making decisions that may affect them. This means that the best interest of the child must be evaluated and considered in making decisions involving children. All adults should do what is best for children, factoring in the views of the child in matters affecting them on an evolving basis (Article 6). When adults make decisions in the best interest of the child, they should think about how their decisions will affect children and their rights. This principle is based on the recognition that an adult is only in a position to undertake decisions on behalf of a child because of the child's lack of experience or judgment. The best



interest principle particularly applies to remediation actions of children involved in child labour as well as in allocating budget, policy and projects aimed at protecting them and enabling their well-being. Children have the right to live with their parents (article 9) unless both parents or family guardian threatens in a serious way the best interest of the child

Protection from all forms of violence (Article 19): Children have the right to be protected from being hurt and mistreated, physically or mentally (children are properly cared for and protected from violence, abuse and neglect by their parents, or anyone else who looks after them).

What should I do?

You as an organization or individual members are not permitted to employ (contract) children that are less than 15 years of age or higher depending on the minimum age of employment. Furthermore, you as an organization or individual members must not involve children under the age of 18 years in the Worst Forms of Child Labour.

It is considered best practice to have a No Child Labour Policy and Protection Procedure setting out the measures taken to safely remediate child labour and make farmers, farm managers, workers and job contractors or brokers aware of it. However, if child labour is considered a risk in your production you are required to develop policy and projects to address it, including monitoring and responding to child labour on a continuous basis. If you have an operational internal control system or internal management system, you can use this to check for child labour and respond to it.

Children may help their relatives with work on the field after school and during holidays. If they do so, they must be guided by an adult family member or guardian, it must not hinder their attendance in school (e.g. because of tiredness or illness), their personal development or their health and it must be within reasonable limits of working hours. Work may not hinder their overall development in any regard.

Children above the minimum age of employment and before the age of 18 years are allowed to be involved in decent work where they are not exploited or abused. Young people between these ages looking for work should be enabled to find decent employment and be given an opportunity to gain skills and knowledge.

What is meant by hazardous work of children?

This is work that is likely to harm the health, safety or morals of children. Certain industries or types of work carry particular risks, but any form of child labour may contain dangers that can harm a child, depending on the working conditions. Children may be directly exposed to obvious work hazards such as sharp tools or poisonous chemicals. Other hazards for child labourers may be less apparent, such as the risk of abuse or problems resulting from excessive hours of work. The more hazardous the work is the more extreme are the consequences. No employee under 18 years of age may carry out potentially dangerous work or work during the night.

It is up to the competent authorities, in consultation with workers' and employers' organizations, to determine what is hazardous in their national context. Many countries have now established lists of hazardous work for children, but many need to update their lists, and others have yet to establish lists.

Can children help their parents working for other members (exchange of work)?

No, only family work is allowed and exchange of work would be contracting.



You and your members need to ensure that children below 15 years only help under strict conditions: they should only work after school or during holidays and be supervised by a parent or guardian so they are appropriately guided in their tasks. Additionally, if children are not guided by a parent or their legal guardian, it is too difficult for the certification body to check their identities and thus assess if it is a case of child labour or not.

Please note that in any case, children of workers are not allowed to accompany their parents to work on farms, as this can be considered indirect employment and therefore prohibited, however priority should be given to the best interest of the child. If children of workers take their children to work areas because no one is present at home to provide child care or the work areas are safer than being left at home alone, the organization and its members need to ensure that workers' children do not contribute to work on farms. They should be protected and their well-being should be given due consideration.

What is defined as high risk area / product for child labour?

The US Department of Labor regularly publishes the 'List of Goods Produced by Child Labor or Forced Labor' – a public list of goods from countries that are believed to be produced by forced labour or child labour in violation of international standards.

The 2018 list is available here: <https://www.dol.gov/sites/dolgov/files/ILAB/ListofGoods.pdf>

You should also be informed about national laws applying to your particular case. Profiles covering child labour regulations on a country-by-country basis are available here:

https://www.dol.gov/sites/dolgov/files/ILAB/child_labor_reports/tda2018/ChildLaborReportBook.pdf

You are also expected to assess if your product and your region are at risk of child labour. If so, this should be identified as a risk in requirement 3.1.2. In this case, you have to implement procedures to prevent child labour. It is up to your organization to decide which measures you want to take. It could be for example keeping records of all workers with relevant data such as age, raise awareness among all members about the rights of children and the rules if they help on the family farm or invest into primary education for all children.

If there has been child labour in the past in your organization, this should be addressed openly through a remediation policy and programme, so that children are prevented from being employed and protected from entering worse forms of child labour.

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Freedom of association and collective bargaining

Core requirement

Development requirement

3	Production	Applies to	Year			
3.3	Labour Conditions					
	Freedom of association and collective bargaining		0	1	3	6
3.3.13	Workers have freedom to join a workers' organization	Org & Members				
3.3.14	Workers are allowed to meet with trade union representatives	Org & Members				
3.3.15	No discrimination against unionised workers	Org & Members				
3.3.16	If there is no union that is recognized and active in your area, workers are encouraged to democratically elect a workers' organization*	Org & Members				
3.3.17	Workers are trained to improve their awareness about workers' rights and duties*	Org & Members				

* These development requirements (3.3.16 and 3.3.17) are only applicable to you or your members if:

- you or your members employ more than 10 workers

AND

- at least 10 of your workers work for more than 30 hours per week for at least one month during one year or equivalent (for example during harvest season).

Why is this important?

The right to organize and form workers' organizations is the prerequisite for sound collective bargaining and social dialogue.

In addition to being a right, freedom of association enables workers and employers to join together to protect better not only their own economic interests but also their civil freedoms such as the right to life, to security, to integrity, and to personal and collective freedom. As an integral part of democracy, this principle is crucial in order to realize all other fundamental principles and rights at work.

Collective bargaining is a constructive forum for addressing working conditions and terms of employment and relations between employers and workers, or their respective organizations. It can help in anticipating potential problems and can advance peaceful mechanisms for dealing with them; and finding solutions that take into account the priorities and needs of both employers and workers.



What should I do?

You, as an employer, need to show both through documentation and in the way you work that you recognise the right of all workers to organise themselves and to negotiate as a group their working conditions with management. There should not be any obstacles for trade unions to meet and inform workers.

If no active trade union exists in the area, you and your members should encourage workers to build their own workers' organization. During work hours, your producer organization should run training sessions to improve workers' awareness on Fairtrade principles and rights and duties for workers and administrative staff. Employers can take action at different levels:

In the workplace:

- Respect the right of all workers to form and join a trade union of their choice without fear of intimidation or reprisal, in accordance with national law.
- Put in place non-discriminatory policies and procedures with respect to trade union organization, union membership and activity in such areas as applications for employment and decisions on advancement, dismissal or transfer.
- Provide worker representatives with appropriate facilities to assist in the development of effective collective agreement.

At the bargaining table:

- Recognize representative organizations for the purpose of collective bargaining.
- Provide trade union representatives with access to real decision makers for collective bargaining.
- Provide information needed for meaningful bargaining.
- Address any problem-solving or other needs of interest to workers and management, including restructuring and training, redundancy procedures, safety and health issues, grievance and dispute settlement procedures, and disciplinary rules.

In the community:

- Take into account the role and function of the representative national employers' organizations.
- Take steps to improve the climate in labour-management relations, especially in those countries without an adequate institutional and legal framework for recognizing trade unions and for collective bargaining.

Documents you will need to comply with the Standard:

- Declaration in writing of the right to join workers' organization and collective bargaining.
- Documented justification of any dismissal of a workers' organization representative (to be sent to the certification body).
- Records of all terminated contracts.
- Records of trainings on workers' rights and duties.

Links / references

1. ILO Convention 87, Freedom of Association and Protection of the Right to Organise:

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:5968714517915389::NO:12100:P12100_ILO_CODE:C087:NO

2. ILO Convention 98, Right to Organise and Collective Bargaining:

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:240647090079186::NO:12100:P12100_ILO_CODE:C098:NO



Conditions of employment

Core requirement Development requirement

3	Production	Applies to	Year			
3.3	Labour Conditions					
	Conditions of employment		0	1	3	6
3.3.18	Salaries are paid according to Collective Bargaining Agreement regulations where they exist or at regional average wages or at official minimum wages for similar occupations*	Org & Members				
3.3.19	For work based on production, quotas and piecework equivalent payment is paid*	Org & Members				
3.3.20	Payments are made regularly, documented and in legal tender*	Org & Members				
3.3.21	Effective measure in place for subcontracted workers*	Org & Members				
3.3.22	NEW 2019 Workers have legally binding contracts and are aware of their rights*	Org & Members				
3.3.23	Salaries are gradually increased above the regional average and the official minimum wage*	Org & Members				
3.3.24	Regular work is assigned to permanent workers*	Org & Members				
3.3.25	Maternity leave, social security and other benefits set according to national laws or according to CBA regulations*	Org & Members				
3.3.26	Local, migrant, seasonal and permanent workers receive same benefits and employment conditions*	Org & Members				

* The requirements in this section are only applicable to you or your members if:

- you or your members employ more than 10 workers

AND

- at least 10 of your workers work for more than 30 hours per week for at least one month during one year or equivalent (for example during harvest season).

Why is this important?

Wages, working time, work organization, maternity protection and arrangements to adapt working life to the demands of life outside work are core elements of the employment relationship and of workers' protection.

What do I need to do?

You and your members need to pay wages to your workers that are the same as or higher than national laws and official agreements on minimum wages. All workers need to have written contracts and receive wages on a regular and agreed basis in the valid currency.



Contacts need to include clear regulations about maternity leave, social security provisions and non-monetary benefits (vacation, training etc.) and need to be at least equal to national law. Workers' wages should be raised step by step above the regional average or the official minimum wage in relation to the additional income that the organization or members receive through Fairtrade. Your management should hold discussions with workers on increasing wages in order to reach living wage levels. All permanent workers need to have legally-binding contracts and understand their contents, including their related rights, responsibilities and salaries. You, as employers, are not permitted to issue seasonal contracts in order to avoid giving benefits to permanent workers. Temporary and migrant workers are entitled to the same benefits as permanent workers. This is also the case if they are subcontracted.

Since the situation of temporary and migrant subcontracted workers is often particularly vulnerable, it is necessary to implement extra measures (such as selecting contracting agencies according to relevant guidelines) to ensure that the working conditions of those workers also comply with the standard.

References

1. ILO Convention 100 on Equal Remuneration:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:81158437850644::NO:12100:P12100_ILO_CODE:C100:NO
2. ILO Convention 110 concerning Conditions of Employment of Plantation Workers:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:2652639710678333::NO:12100:P12100_ILO_CODE:C110:NO

Occupational health and safety

Core requirement Development requirement

3	Production	Applies to	Year			
3.3	Labour Conditions					
	Occupational health and safety		0	1	3	6
3.3.27	NEW 2019 All field workers have access to clean drinking water, regardless of the number of workers	Org & Members				
3.3.28	Work processes, workplaces, machinery and equipment on production site are safe*	Org & Members				
3.3.29	Vulnerable workers (children under 18, pregnant women, etc.) do not carry any potentially hazardous work*	Org & Members				
3.3.30	Accessible first aid boxes and equipment*	Org & Members				
3.3.31	Workers have access to clean toilets with hand washing facilities close by and clean showers for workers who handle pesticides*	Org & Members				
3.3.32	Workers that carry hazardous work are trained on the risks to their health, the environment and to manage accidents*	Org & Members				
3.3.33	Visibility of safety instructions when carrying hazardous work*	Org & Members				



3.3.34	Provision of personal protective equipment to workers carrying hazardous work*	Org & Members		
3.3.35	Workers nominate a representative on health and safety issues*	Org & Members		
3.3.36	Measures to improve health and safety conditions*	Org & Members		

* The requirements 3.3.28 - 3.3.36 are only applicable to you or your members if:

- you or your members employ more than 10 workers

AND

- at least 10 of your workers work for more than 30 hours per week for at least one month during one year or equivalent (for example during harvest season).

Note that 3.3.27 is applicable to all producer organizations.

Why is this important?

Workers in every occupation can be faced with a multitude of hazards in the workplace. Work in agriculture may pose threats to your health for many reasons, such as using chemicals, sharp tools and processing machinery and being exposed to severe weather. Accidents and injuries do not only cause human suffering, but there are also huge costs for the employer resulting from unproductive time of sick workers and for the national health systems. Occupational health and safety addresses the broad range of workplace hazards from accident prevention to the more insidious hazards including toxic fumes, dust, noise, heat, stress, etc. Preventing work-related diseases and accidents must be the goal of occupational health and safety programmes, rather than attempting to solve problems after they have already developed.

What do I need to do?

You need to work to reduce the risk to health and safety of farmers, members and workers as much as possible. Pregnant or nursing women, employees younger than 18 years and those with serious health problems may not undertake potentially dangerous tasks. Adequate first aid facilities should be in place. Staff should be provided with drinkable water, toilet, hand-washing and showering facilities.

A workers' representative needs to be appointed to whom workers can address health and safety issues and who discusses these points with the employer. Adequate training as well as clothing or equipment should be provided to ensure work is carried out safely. You need to ensure that all health and safety related information is accessible to farmers and workers in straightforward language and if possible, with suitable pictures to illustrate requirements.

In order to keep the workplace safe, you need to display appropriate safety information and improve overall health and safety conditions. It is also essential that you identify the risks that workers might be exposed to in the particular situation. The following table can serve as a starting point to recognize risks in the workplace.



Exposure	Health effect	Specificity to agriculture
Weather, climate	Dehydration, heat cramps, heat exhaustion, heat stroke, skin cancer	Most agricultural operations are performed outdoors
Snakes, insects	Fatal or injurious bites and stings	Close proximity results in high incidence
Sharp tools, farm equipment	Injuries ranging from cuts to fatalities; hearing impairment from loud machinery	Most farm situations require a wide variety of skill levels for which workers have little formal training, and there are few hazard controls on tools and equipment
Physical labour, carrying loads	Numerous types of (largely unreported) musculoskeletal disorders, particularly soft-tissue disorders, e.g. back pain	Agricultural work involves awkward and uncomfortable conditions and sustained carrying of excessive loads
Pesticides	Acute poisonings, chronic effects such as neurotoxicity, reproductive effects, and cancer	More hazardous products are used in developing countries with minimal personal protective equipment (PPE)
Dusts, fumes, gases, particulates	Irritation of the eyes and respiratory tract, allergic reactions, respiratory diseases such as asthma, chronic obstructive pulmonary disease, and hypersensitivity pneumonitis	Agricultural workers are exposed to a wide range of dusts and gases from decomposition of organic materials in environments with few exposure controls and limited use of PPE use in hot climates.
Biological agents and vectors of disease	<p>Skin diseases such as fungal infections, allergic reactions, and dermatoses</p> <p>Parasitic diseases such as schistosomiasis, malaria, sleeping sickness, leishmaniasis, ascariasis, and hookworm</p> <p>Animal-related diseases or zoonoses such as anthrax, bovine tuberculosis, and rabies (at least 40 of the 250 zoonoses are occupational diseases in agriculture)</p> <p>Cancers, such as bladder cancer caused by urinary bilharzia contracted through working in flooded areas in North and Sub-Saharan Africa</p>	<p>Workers are in direct contact with environmental pathogens, fungi, infected animals, and allergenic plants</p> <p>Workers have intimate contact with parasites in soil, wastewater/sewage, dirty tools, and rudimentary housing</p> <p>Workers have ongoing, close contact with animals through raising, sheltering, and slaughtering</p> <p>Agricultural workers are exposed to a mix of biological agents, pesticides, and diesel fumes, all linked with cancer</p>



First aid boxes:

You need to ensure that first aid boxes contain suitable and enough materials for delivering basic first aid, especially for bleeding, broken or crushed bones, simple burns, eye injuries and minor injuries. The contents of these containers should match the skills and needs of the first aid personnel, the availability of a physician or other health personnel, and the proximity of an ambulance or emergency service.

A relatively simple first-aid box would usually include the following items:

- Individually wrapped sterile adhesive dressings
- Bandages (and haemostat bandages, where appropriate)
- A variety of dressings for wounds
- Sterile sheets for burns
- Sterile eye pads
- Triangular bandages
- Safety pins
- Scissors
- Antiseptic solution
- Cotton wool balls
- Disposable gloves for dealing with blood spills
- First-aid instructions.

Links / references

1. ILO Convention 155 on Occupational Safety and Health:

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:4077794078828488::NO:12100:P12100_ILO_CODE:C155:NO



4. Business and Development

4.1 Development Potential

Core requirement Development requirement

4	Business and Development	Applies to	Year			
4.1	Development Potential		0	1	3	6
4.1.1	New 2019 Design and start implementing a process that collects and analyses the development needs in your organization	Organization				
4.1.2	Plan and document at least one activity with the intention to promote the progress of your business, organization, members, workers, community and/or environment (Fairtrade Development Plan)*	Organization				
4.1.3	The plan benefits all member organizations (for 2nd and 3rd grade organizations)	Organization				
4.1.4	New 2019 You include all the activities that you plan to fund with the Fairtrade Premium in the Fairtrade Development Plan	Organization				
4.1.5	System in place to distribute Fairtrade income (Price and Premium) to the different member organizations (for 2nd and 3rd grade organizations)*	Organization				
4.1.6	New 2019 External financial audit of Fairtrade Premium (if Premium above 150,000 Euros/USD)	Organization				
4.1.7	Present the Fairtrade Development Plan for General Assembly approval	Organization				
4.1.8	Accounting system that tracks Fairtrade Development Plan expenses and Fairtrade Premium	Organization				
4.1.9	Include a new activity in the Fairtrade Development Plan when completed	Organization				
4.1.10	New 2019 Report at least once a year on Fairtrade Premium use	Organization				
4.1.11	New 2019 Administer Premium funds responsibly	Org & Members				
4.1.12	Report the results of the Fairtrade Development Plan to the General Assembly every year	Organization				
4.1.13	Workers also benefit from the Fairtrade Premium	Organization				
4.1.14	Invite workers' representatives to the General Assembly (if they exist in your organization)	Organization				
4.1.15	Include an activity in your Fairtrade Development Plan to maintain or improve sustainable production practices within your eco-system	Organization				

* Note: 4.1.2 to 4.1.15 are only applicable once your organization has sold under Fairtrade terms and has received Fairtrade Premium.



Why is this important?

Fairtrade aims to bring empowerment and development directly to the producer organizations, their members and families and to their workers. Workers employed by the producer organization or its members, and the surrounding community should also benefit from participation in Fairtrade, through their salaries, better working conditions and community services, for example.

What is the Fairtrade Premium?

The Fairtrade Premium is an extra sum paid to the producer organization in addition to the price for their products and serves as a tool for socio-economic and environmentally sustainable development and empowerment.

What is the purpose of the Fairtrade Development Plan?

Small-scale producer organizations have many and diverse needs and, with limited resources, it is often hard to decide where to invest first in order to make the best use of the Premium and maximize its impact. It is important to follow a proper planning process, in which you step back and think through the longer-term effects of an investment. The Fairtrade Development Plan is a documentation of how your producer organization intends to use the Fairtrade Premium (or other sources of funds if available). Developing this plan will help your organization to invest strategically in a way that it contributes to achieving your long-term development goals.

The Fairtrade Development Plan should include at least one or more activities that your producer organization plans to fund with the Fairtrade Premium, with the intention of promoting the progress of the business, organization, members, workers, community and/or environment.

Note: You only need to create a Fairtrade Development Plan once you have sold under Fairtrade terms and received the Fairtrade Premium.

What should we include in the Fairtrade Development Plan?

Fairtrade Standards do not prescribe how producer organizations should use the Fairtrade Premium. Fairtrade Standards do, however, require that project selection and the management of the Fairtrade Premium monies be made through transparent, participative, and democratic processes. This means that you need to inform your members about your plans and actual achievements with the Fairtrade Premium and that everybody should have the opportunity to give their opinion on what should be done with the Fairtrade Premium. If you are a 2nd or 3rd grade producer organization, you need to ensure that your Fairtrade Development Plan benefits all Fairtrade member organizations and you need document your allocation system.

It is recommended that you establish selection criteria for deciding how to allocate funds. While your producer organization is free to choose how to invest the Fairtrade Premium funds, Fairtrade recommends to consider strategic priority areas in the following order:

Fairtrade's strategic priorities for the Fairtrade Development Plan

1. Organizational sustainability

A small producer organization has needs at different levels and in order to prioritize investments it is important to envision the long-term effects. It is often necessary to strengthen an organization before it can effectively serve its members and the surrounding communities. A strong organization is best placed to manage the business efficiently on behalf of its members, since the more profitable the business, the more value the organization can create for its members. It is therefore considered best practice, when allocating Premium, to prioritize resources to strengthen your organization so it can effectively serve its members, workers and communities. Investing in the organizational sustainability can then be followed by investments to improve members' livelihoods and finally investments at community level.

2. Members' livelihoods

Members' well-being is the reason for the existence of a producer organization, and Fairtrade small-scale producers are expected to make steady progress towards sustainable livelihoods, expressed in a living income from sustainable agriculture. If the farm doesn't generate the net income needed to provide for a decent standard of living for the household, the farm investments needed to uphold adequate productivity levels cannot be made. Unless your producer organization is able to respond satisfactorily to the needs and expectations of your members, their loyalty towards your organization will debilitate, which in turn, is a threat to its sustainability. There needs to be reciprocity between strengthening the organization and its capacity to serve its members adequately. Therefore, a second priority of the Fairtrade Premium should be its members and their livelihoods.

3. Community welfare

Since members and their workers are part of the wider community, addressing the needs of the local community also benefits the members' and workers' families, either directly or indirectly. Without basic needs fulfilled, communities cannot prosper, your producer organization should consider investing in community needs once businesses show stable returns and your members earn a living income.

Within these broad themes, you may want to create more detailed criteria for each level, ensuring that they align with your mission, values and ambition, such as: fostering entrepreneurship, empowering producers, seeking commercial autonomy, promoting gender equality and youth inclusion, solidarity, inclusiveness (leaving no-one behind), social responsibility or care for the environment.



Note 1: Since unexpected life-threatening events may occur, it is sensible to also reserve some funds for emergency responses.

Note 2: In exceptional cases, it may be necessary to resort to the Premium for covering running costs of the organization. This is a clear sign of unsustainable business practice and should only be allowed as a temporary measure (i.e. up to two years).

Below are examples of selection criteria you could consider:

Impact area	Example of selection criteria
Organizational sustainability	<ul style="list-style-type: none"> • Probability of successful outcomes • Expected trickle down benefits for members, • Low risk • Possibility for co-financing
Members' livelihoods	<ul style="list-style-type: none"> • Maximum impact on income • Widest possible reach or application of positive discrimination • Solidarity principle • Highest possible return on investment (benefits from economies of scale) • Lasting impact and/or sustainability of funds (implementation of revolving funds)
Community welfare	<ul style="list-style-type: none"> • Highest number of (female) beneficiaries • Poorest/most disadvantaged areas to receive attention first • Satisfaction of basic needs before anything else • Lasting impact above short term benefits

Source: Fairtrade International (1)

Once you have defined your prioritization criteria, you can proceed to carrying out a needs identification (4.1.1 – required by year 1), the results of which you need to consider when deciding on your Fairtrade Development Plan.

What is a needs identification?

It is a procedure that systematically captures the development needs of your organization. The following steps will help you identify the needs at each level.

Step 1: Analyse whether your organization is sufficiently sustainable to secure its long-term viability, by asking the following questions:

Financial sustainability:

- Are you financially independent from donor funding for your current operations?
- Do you have access to sufficient finance to purchase your members' produce?
- Are you making profit?



Productive capacity:

- Do you gather enough volumes to market internationally?
- Does your product respond to the quality requirements of the market?
- Do you own or have access to the productive infrastructure you need?

Social capital:

- Is your (active) membership growing?
- Are your members loyal to the organization?
- Is youth involved in your organization?

Leadership and management skills and competencies:

- Do you have the required business management skills and capacity?
- Is your governance structure transparent and inclusive?
- Do you prepare for leadership renewal?

Market:

- Do you have sufficient buyers for your product?
- Are you in a good position to negotiate your contracts on satisfactory terms?

If you have answered any of the above questions with “no”, the viability of your organization might well be at risk and should be addressed as a priority.

Step 2: Consult with your members and their families to hear their needs and expectations from their organization. Since achieving sustainable livelihoods is a key purpose of Fairtrade, it is important to analyse what can be done to improve your members’ income, either by reducing their costs or generating higher revenues. You can assess the sustainability of your members’ livelihoods by asking them the following questions:

Farm profitability:

- Do you have adequate farm yields?
- Are there efficiency gains to be made to reduce the cost of production?
- Are there possibilities to add value at farm level, i.e. by improving quality or through processing?
- Do you manage your farm as a business?
- Is your farm revenue sufficient to reinvest in productivity measures?
- Do you earn a living income?
- Can you afford to pay decent wages to your workers?

Farm resilience:

- Have you adopted sustainable agricultural practices?
- Is your farm diversified or do you depend on a single crop/ source of income?
- To what extent is your farm resilient to climate risks?

Services to members and their families:

- Do you provide technical assistance to your members?
- Do you provide inputs at competitive rates to your members?
- Do you provide loans for farm investments to your members?



- Do you provide services that contribute to improved livelihoods of your members?
- Do you specifically target women and/or youth through any of your services?
- Do these services respond adequately to your members' needs?

Only sustainable livelihoods can secure a future for smallholder farmers. Small producer organizations play a key role in improving income of smallholders by creating economies of scale, allowing for higher returns, lowering costs through volumes, leveraging funds and/or providing in-kind services. The Fairtrade Premium can be instrumental for resourcing these initiatives, ranging from building organic fertilizer plants to delivering technical assistance, setting up nurseries for crop renovation, providing quality control or investing in a processing facility to add value.

Step 3: Consult with women and men from surrounding communities to identify their needs. This can be done through organizing community meetings or surveys, preferably separating men and women to understand gender specific-realities, asking questions such as:

Basic needs:

- Are your basic needs (food, housing, clothes) fulfilled?
- Do you have access to affordable schools and healthcare?
- Do you have adequate access to water, sanitation and electricity?
- Do you have access to means of communication and public transport?

Minorities and disadvantaged groups:

- Are there any particular urgent needs identified by women?
- Are there disadvantaged groups/people in your community that require specific attention?

Environment:

- Are there environmental risks (i.e. floods, water pollution, deforestation) threatening the community, that you can prevent or mitigate?

How should we conduct a participatory needs assessment?

In order to get a good overview of your members' needs from different perspectives, it is important to reach out to them and their family members, inquire about their concerns and requirements, and create spaces where members can share their views, ideas and suggestions. This reduces the distance – both physically as mentally - that may exist between the leadership of an organization and its members. Active involvement of members enhances their sense of ownership, and therefore their commitment towards the organization.

At the same time, you will need to be transparent in communicating the strategic priorities of the organization and budget limitations of the Premium, in order to manage their expectations.

There are many different ways of conducting a needs assessment among members and the most appropriate approach for you will depend on the size, communication structure and mechanisms in place, geographical spread and diversity of membership, available means and resources, culture, etc. of your organization. However, it is important to be inclusive and make sure that different viewpoints from, for example, a gender or a generational perspective, are heard. Therefore, you will have to somehow engage with different household members, which means that you may need to set up separate meetings with women or youth to make them feel comfortable and not inhibited to express themselves.



Possible consultation mechanisms:

- Member survey
- Group meetings/ focused group discussions
- Home visits
- Workshops
- Suggestion boxes

What does a Fairtrade Development Plan look like?

You are invited to look at the template that Fairtrade International provides for the Fairtrade Development Plan: https://files.fairtrade.net/standards/2015-07-01_EN_Fairtrade-Planning-and-Reporting-templates-SPO.pdf

This template is intended to help producers comply with the requirements in this chapter and is a useful guide for completing the plan. You are encouraged to use it, but you are not required to. You are welcome to use your own tools for planning and reporting, provided that all necessary elements are included.

As a minimum, the Fairtrade Development Plan (FDP) needs to include all activities funded by the Fairtrade Premium. If you find the plan useful as a planning tool, you are encouraged to also include activities funded with other money than the Premium (external funds or organization funds).

There are two sections in the FDP template, the planning section (section A) and the reporting section (section B). You can use section B to report on all activities that are included in section A. If it turns out that activities are not carried out as they are planned, this does not lead to a non-compliance as long as there is a justification and the budget is adjusted (changes need to be reported to and approved by the GA – see section below for more on reporting).

By year 3, you should include one activity which benefits workers and you should also invite workers to attend your general assembly (4.1.14 and 4.1.15 - both are development requirements). By year 6, you should include one activity which contributes to maintaining or improving sustainable production practices (4.1.16 – development requirement).

Who approves the Fairtrade Development Plan?

Before you start spending any Fairtrade Premium money, your General Assembly has to approve the Fairtrade Development Plan. Then, once you have completed the activities you need to update the Plan with at least one new activity for future use of the Fairtrade Premium – the new Plan also needs to be approved by the General Assembly.

By year 3 of certification, you need to report the results of the Fairtrade Development Plan to the General Assembly every year and document the presentation. In the report you should address the following questions:

- Were the actions carried out yes/no? If not, why?
- When?
- At what cost?
- Was the objective achieved or are further actions needed?



The purpose of this report is to enable your producer organization to evaluate the success of your Fairtrade Development Plan and understand any challenges you were faced with.

Large organizations are also encouraged to have a Premium Committee. This is not mandatory but can help to improve member participation in the development of the Fairtrade Development Plan and decision-making on Premium use. The role of a Premium Committee can include:

- managing the Fairtrade Premium;
- supporting or organizing member consultations and needs assessments;
- developing proposals and budgets for Premium use based on these and presenting them to the General Assembly;
- monitoring the implementing of the Premium use; and
- reporting back to the General Assembly on Premium use.

How can we ensure the Fairtrade Premium funds are administered responsibly and transparently?

You need to have an accounting system in place which transparently tracks the Fairtrade Development Plan expenses – and in particular the Fairtrade Premium.

Administering the funds responsibly means that you allocate the funds according the approved Fairtrade Development Plan and you must not engage in favouritism or fraud. Examples of favouritism and fraud (deception intended for personal gain) include: special rewards for particular members, project bids that are prearranged, wasteful or not cost-effective, and favouritism for project selection.

If you have a Premium Committee (see above) it is good practice to involve the committee in ensuring the funds are administered responsibly.

If the Fairtrade Premium that your Producer Organization received in the last year was over 150,000 EURO/USD, you need to contract an independent organization to carry out a financial audit of your Fairtrade Premium account.















For suggestions on how to use your Premium money, you can have a look at Fairtrade International's List of Ideas for the Fairtrade Development Plan (2). You can use this list to generate ideas, but you are encouraged to set your own priorities depending on the specific situation of your organization and your members

References

1. Fairtrade International, Small producer organization development workbook, 2016:
https://files.fairtrade.net/2016_SPODevelopment_Workbook_online_EN.pdf
2. Fairtrade International, List of Ideas for the Fairtrade Development Plan , 2011:
http://www.fairtrade.net/fileadmin/user_upload/content/2009/standards/documents/generic-standards/2011-05-10_List_of_Ideas_FDP_SPO_EN_final.pdf

4.2 Democracy, Participation and Transparency

Core requirement  Development requirement 

4	Business and Development	Applies to	Year			
4.2	Democracy, Participation and Transparency		0	1	3	6
4.2.1	New 2019 The structure of your organization has a General Assembly, equal voting rights for all members, a Board, separate Board and management roles	Organization				
4.2.2	New 2019 Define clear rules on membership and collect information on members	Organization				
4.2.3	New 2019 Follow your own regulations	Organization				
4.2.4	Hold a General Assembly once a year	Organization				
4.2.5	Inform your members timely when the General Assembly will take place	Organization				
4.2.6	Take minutes of the General Assembly and the Chair sign them	Organization				
4.2.7	Present the annual report, budgets and accounts to the General Assembly for approval	Organization				
4.2.8	One person at least manages the administration and book keeping	Organization				
4.2.9	Records and books are accessible to members	Organization				
4.2.10	Bank account with more than one signatory	Organization				
4.2.11	New 2019 Put in place a surveillance committee to oversee the administration of the organization (including the use of Premium) on behalf of the members	Organization				
4.2.12	New 2019 Non-members in the Board only have advisory roles	Organization				
4.2.13	New 2019 Share audit results with your members following each audit	Organization				
4.2.14	Explain to your members about the ways they can participate in the organization so that they can have more control over it	Organization				

Why is this important?

Small-scale producer organizations in the Fairtrade system are cooperatives, associations or other types of organizations, based on the principles of democracy, participation and transparency, to serve the common needs of their members and the wider community. Close bonds of solidarity among small-scale farmers form the basis for the development of strong rural organizations, in which small producers gain self-confidence and knowledge to analyse their own problems, make informed decisions, and act collectively.

It is essential that Fairtrade small-scale producer organizations have democratic structures, clear rules and a transparent administration in place, which allows members and the board to actively participate in setting policies and making decisions, and have effective control over the management of their organization. This enables producer organizations to facilitate the social and economic development of their members, ensure the benefits of Fairtrade reach these members and maximise the sense of member ownership over the producer organization.



“A small producer organization is as strong as its members. If the members are strong, its leaders are likely to be strong as well. As such, developing a strong, empowered membership base is critical for ensuring the sustainability of the organization.” (3)

What do I need to do?

You should have the following in place:

- Rules and regulations, such as a constitution, by-laws and/or internal policies
- A clear organizational structure including:
- General Assembly
- A democratically elected Board
- Clear separation between the Board and management
- A transparent administration
- A Surveillance Committee/supervisory body
- Clear procedures which facilitate member participation

What is a constitution?

A constitution is a legal document that describes the internal rules of an organization. These have to be in accordance with the corresponding regulatory framework: a cooperative for instance needs to abide with the cooperative law of the country in which it operates and, similarly, other forms of organization have their proper regulatory frameworks that enforce the principles of solidarity, democracy and transparency.

The constitution and bylaws form the backbone of an organization as they delineate its operational structure. If properly written, it provides transparent direction for the smooth running of the organization and the way the different bodies interact and communicate.

Internal rules and regulations, as long as they genuinely reflect the way the organization is functioning, are an important tool to reinforce good governance and serve as overall guidance for its operations. For example, they describe internal processes for calling an assembly, holding elections and decision making. They give clarity on the distribution of roles and responsibilities and the demarcation of powers within the organization. They define who can be a member and what members' rights and duties are.

Therefore, it is fundamental that all members know the contents of their constitution and bylaws and that the organizational practice is consistent with these.

Your constitution should clearly define at least the following:

- The purpose and main activities of your organization
- Conditions for membership, their rights and duties and who decides on their admission or exclusion
- The organizational structure with a general assembly of members as the highest decision-making authority
- The way members are represented by delegates, if applicable
- Powers and responsibilities of governing bodies, including board of directors and supervisory body
- Procedures for elections of governance bodies, their composition and terms of duty
- Frequency of meetings and how these must be organized
- Disciplinary procedures and sanctions
- The way the organization's capital is built up and used, including membership fees and reserves
- Procedures for reform of the constitution
- Steps for dissolution and what happens with the patrimony



The constitution can be complemented with more detailed internal regulations and operational procedures in bylaws and policies.

What is a policy?

A policy is a statement that provides guidelines for actions to attain the objectives of an organization. It reflects the organization's basic philosophy. Policies provide a basis for making consistent decisions and allow for delegation of operational tasks. Policies can cover all aspects of the organization's activities and relationships, internally and externally. An organization may have policies regulating, for example, gender balance in board composition and leadership renewal. Policies are written and approved by the Board and must be known throughout the organization. They should be reviewed periodically to determine if they are still relevant or whether they need updating.

What is a General Assembly?

A General Assembly is the highest decision-making body where all major decisions are discussed and taken by the members (with equal voting rights for all members). In the General Assembly members can either vote directly or through a system of elected delegates if you so choose. The system is based on the principle that each member or member organization has the equal or proportional number of delegates. 2nd or 3rd grade organizations are democratically controlled by their direct members, which are legally constituted and legally affiliated 1st grade or 2nd grade organizations. There is also a democratically elected board on the 2nd or 3rd grade level. The General Assembly controls the Board, which, controls management and staff.

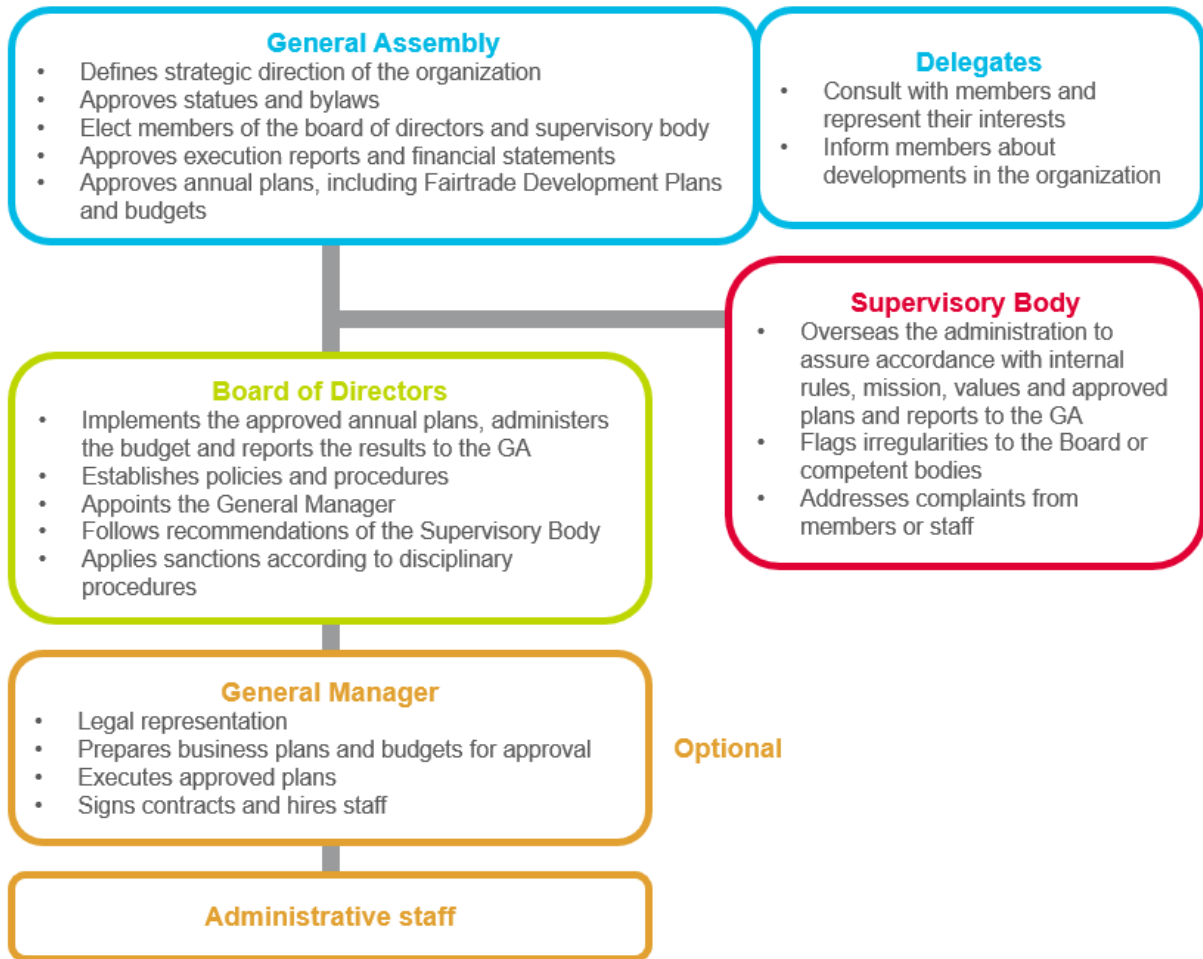
A General Assembly needs to be held at least once a year and you need to inform your members enough in advance so that as many as possible can participate. At each General Assembly you need to, at minimum:

- discuss and make decisions on all major topics/questions,
- keep a record of participants,
- take minutes (signed by the Chair of the Board and at least one other member),
- present annual budgets, reports and accounts for approval, and
- ask the General Assembly for approval of any non-members on your Board (if applicable).

What is the difference between the roles of the Board and management?

The Board has a political role as elected leaders in representation of the members to pursue the organizational mission, whereas management has operational duties to ensure that the decisions of the Board are implemented. While the Board sets the general objectives for the organization and establishes policies, in line with the strategic direction and annual plans approved by the General Assembly, the manager and his or her team is in charge of executing the plans and responsible for achieving the goals, following the organization's rules and policies.

Any lack of clarity between the roles and responsibilities of the Board and management can lead to extreme situations of either power concentration or insufficient room for decision-making. The members need to hold the board accountable for their actions.



What is accountability?

Accountability is about transparency: providing honest and truthful information in a timely, open and understandable manner and giving straight-forward explanations about the decisions taken. A transparent administration inspires trust and confidence as it follows clear and well-known policies and procedures. It avoids misunderstandings and harmful rumours and addresses potential unease or disapproval amongst members before it escalates.

How can we ensure our administration is run effectively and transparently?

To ensure good administration, there needs to be at least one person taking care of the administrative side of the organization, including record-keeping. Member records need to include at minimum:

- member name,
- contact information,
- gender,
- date of birth,
- registration date with the SPO,
- farm location, and
- farm size.



The administration should also be responsible for bookkeeping. This includes that the organization has a bank account (in the name of the organization).

To promote transparency and accountability, the administration ensures records and books are accessible to all members. Members should have access to all information relating to the organization, including internal regulations, minutes of meetings, supervisory committee reports, accounts and inventories.

What is a surveillance committee/supervisory body?

The surveillance committee – or supervisory body - enhances the transparent administration by overseeing the overall administration of the producer organization on behalf of the members. It acts on behalf of the members and exercises an effective and continuous control over the Board of directors and the management. It is its duty to flag detected irregularities to the board or competent bodies and follow up on corrective measures. The supervisory body also serves as a sounding board for members or staff to voice complaints.

For the surveillance committee/supervisory body to fulfil its function, its members need to have a good understanding of their roles and responsibilities. All relevant information, such as meeting records, reports, accounts and contracts needs to be provided to them in a timely manner for examination. The surveillance committee is elected by the General Assembly and reports back to it.

How can we encourage membership participation?

When members of the organization get more involved in the producer organization and its administration, they develop a sense of ownership, control and a better understanding of needs and opportunities. You should explain to members how they can ask for information, present a request to the general assembly, and make themselves heard within the organization, etc.

You could build this knowledge, share information and create awareness of processes by providing training and education on internal control. This may include such things as explaining the annual report and accounts to members as well as training on the Fairtrade system and relevant Fairtrade Standards so that producers understand the Fairtrade system better and can make better use of their own representation within it. The extent of the training programme depends on the size and capacity of the organization.

You need to also share the results of the Fairtrade audits with members. You can do this by either sharing them in the General Assembly, in other meetings or in other ways (e.g. verbally, in written form or via bulletins). For more information on running a democratic and transparent small-scale producer organization, see the SPO Development workbook (2).

Links / references

1. ILO Recommendation R193 “on the promotion of cooperatives” , 2002:
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:708918081638844::NO:12100:P12100_ILO_CODE:R193:NO
2. Fairtrade SPO Development Workbook, 2016:
https://files.fairtrade.net/2016_SPODevelopment_Workbook_online_EN.pdf
3. FAO -Farmers’ organizations: Key factors for success, 2014; www.fao.org/docrep/019/i3593e/i3593e.pdf



4.3 Non-Discrimination

Core requirement Development requirement

4	Business and Development	Applies to	Year			
			0	1	3	6
4.3	Non- Discrimination		0	1	3	6
4.3.1	Non-discrimination of members	Organization				
4.3.2	Non-discriminatory membership rules	Organization				
4.3.3	Identify disadvantaged/minority groups	Organization				
4.3.4	NEW 2019 Develop and implement a gender policy	Organization				
4.3.5	Carry out activities for disadvantaged/minority groups	Organization				

Why is this important?

To prevent discrimination in organizations and to foster a more inclusive membership within small-scale producer organizations, Fairtrade International follows the Universal Declaration of Human Rights on ending discrimination. The Declaration rejects “distinction of any kind such as, race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status” (Article 2).

What is discrimination?

Discrimination is making an unfair distinction in the treatment of one person over another on grounds that are not related to ability or merit. Discrimination can be rooted in prejudices against people differing from the given values in race, colour, sex, age, sexual orientation, disability, marital status, religion, political opinion, language, income, nationality, ethnicity or social origin.

For a more detailed definition, see section 3.3 on labour conditions

How can I prevent discrimination?

You need to ensure that neither your producer organization nor its rules make any distinctions between members regarding participation, voting rights, the right to be elected, access to markets, access to training, technical support or any other benefit of membership and do not restrict membership on any discriminatory grounds.

You should identify disadvantaged / minority member groups from within your producer organization (development requirement 4.3.3) according to income, land area, age and gender and establish programmes to enhance the position of these groups within the organization, particularly with respect to recruitment, staff and committee membership, leadership positions and participation in decision making. Once identified, you can actively support the disadvantaged /minority groups to participate and take over more responsibility in the organization (development requirement 4.3.5). Means to achieve this could be, for example, the establishment of a women’s committee or a representative of a certain ethnic group on the board.



What are disadvantaged and minority groups?

Disadvantaged and minority groups refer to a category of people who experience relative disadvantage as compared to members of a dominant social group. This is typically based on differences in observable characteristics or practices, such as ethnicity, race, religion, disability or sexual orientation.

What is gender equality?

Gender equality is the concept that women, men, girls and boys have equal rights, responsibilities and opportunities, and that all are free to develop their personal abilities and make choices without the limitations set by stereotypes, rigid gender roles, or prejudices. This doesn't mean that men and women are the same but that their rights, responsibilities and opportunities do not depend on whether they are male or female. Gender equality is also about recognising diversity and considering the interests, needs and priorities of different groups of women and men.

Gender equality is a human rights issue and necessary for - and an indicator of - sustainable, people-centred development. Therefore, this is not only a women's issue; it should concern and fully engage men as well.

What is women's empowerment?

Women's empowerment is an expansion in women's ability to make strategic life choices in a context where this ability was denied to them.

What is a gender policy?

A policy is a statement that provides guidelines for actions to attain the objectives of an organization. It reflects the organization's basic philosophy. The aim of the gender policy is to promote women's empowerment and gender equality. In particular, it intends to increase women's active and equal participation in Fairtrade and to empower more women and girls with opportunities to access equitable benefits of Fairtrade.

The policy can also be linked to a broader policy against any form of discrimination based on ethnicity, age etc. or covering other relevant groups (e.g. youth, workers, families). Below is an example of the key sections that you may want to include in your gender policy:



Producer organization XX - Gender Policy

Statement on gender policy: As a socially responsible and Fairtrade-certified producer organization, we are committed to promoting gender equality and the empowerment of women among our members, workers and local community...

Definitions:

- Discrimination is...
- Gender equality is...
- Women's empowerment is...
-

Scope: This policy applies to all members, workers, practices and procedures in our organization...

Purpose: The purpose of this gender policy is to deter all forms of gender discrimination, encourage an inclusive work environment, which provides equal opportunities for all, spread awareness of the importance of gender equality and women's empowerment...

Measures to promote gender equality and women's empowerment:

- **Monitoring & analysis of data:** The management will use the internal management system to regularly monitor the roles and responsibilities of women within this producer organization, and identify needs and areas for improvement...
- **Promotion of participation:** Management will actively encourage the participation of women within the organization (including in supervisory positions, on the Board etc)
- **Awareness-raising:** Management will offer training sessions for members and workers to learn about the topics covered in this policy...
- **Grievance mechanism:** Management will create a grievance mechanism for complaints related to gender discrimination....
- **Sexual harassment procedures:** Management will introduce a procedure to be followed in case of sexual harassment allegations...

Date of last review: XX

Date of Board approval: XX

Relevant signatures:

References

1. The Universal Declaration of Human Rights: <http://www.un.org/en/documents/udhr/>
2. European Institute for Gender Equality, Concepts and definitions: <https://eige.europa.eu/gender-mainstreaming/concepts-and-definitions>