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Xuan En Yisheng Tea Cooperative, China

# FAIRTRADE STANDARD FOR SMALL-SCALE PRODUCER ORGANIZATIONS V2.0

## REQUIREMENTS OVERVIEW









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












This document presents a visual overview of the revised Fairtrade Standard for Small-Scale Producer Organizations. Each requirement is listed, along with additional information about when and to whom the requirement applies.




































For new or modified requirements (marked as **NEW**), a transition period is indicated. The transition period applies to organizations certified before 1 July 2019. Organizations that become certified on or after 1 July 2019 will need to comply with all applicable requirements, following their regular certification cycle.


This document also indicates how the requirements support the implementation of the [Sustainable Development Goals \(SDGs\)](#).




























To learn more about Fairtrade Standards, visit our website: <https://www.fairtrade.net/standards.html>.

1	GENERAL REQUIREMENTS	APPLIES TO	YEAR			TRANSITION PERIOD			
			0	1	3	6	July 2019	Apr 2021	Jan 2022
1.1	<b>Certification</b>								
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					✓		
1.2	<b>Definition of a small-scale producer organization</b>								
1.2.1	NEW 2019 2/3 of members of your organization are small-scale producers	ORGANIZATION							✓
1.2.2	NEW 2019 Maximum land cultivated by individual small-scale producers is 30 hectares	ORG & MEMBERS							✓
1.2.3	NEW 2019 50% of volume sold by organization comes from small-scale producers	ORGANIZATION							✓

2	TRADE		APPLIES TO	YEAR			TRANSITION PERIOD			
				0	1	3	6	July 2019	Apr 2021	Jan 2022
2.1	<b>Traceability</b>									
2.1.1	Separate physically 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								
2.2	<b>Sourcing</b>									
2.2.1	Selling the product that you have in stock (up to 12 months old) when you become certified	ORGANIZATION								
2.3	<b>Contracts</b>									
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						✓		
2.4	<b>Use Fairtrade trademarks</b>									
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 consumers for the use of the mark	ORGANIZATION								

3	PRODUCTION	APPLIES TO	YEAR			TRANSITION PERIOD			
			0	1	3	6	July 2019	Apr 2021	Jan 2022
3.1	<b>Management of Production Practices</b>								
3.1.1	Inform members about the standard	ORGANIZATION							
3.1.2	Identify risks of not compliance	ORGANIZATION							
3.1.3	<b>New 2019</b> Update identification of risks (3 years at a minimum)	ORGANIZATION						✓	
3.1.4	<b>New 2019</b> Define and implement procedures to monitor and assess the performance and compliance of your members	ORGANIZATION						✓	
3.1.5	<b>New 2019</b> Implement an Internal Management System (if you are 2 <sup>nd</sup> or 3 <sup>rd</sup> organization)	ORGANIZATION						✓	
3.1.6	<b>New 2019</b> Implement an Internal Management System (if you are 1 <sup>st</sup> grade with more than 100 members)	ORGANIZATION						✓	
3.2	<b>Environmental Development</b>								
	<b>Environmental Management</b>								
3.2.1	Appoint a person for compliance with environmental requirements	ORGANIZATION							
	<b>Pest management and hazardous materials use</b>								
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	<b>New 2019</b> 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	<b>New 2019</b> Minimize risks of storage of hazardous materials	MEMBERS						✓	
3.2.11	<b>New 2019</b> 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	<b>New 2019</b> 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	<b>New 2019</b> Minimize use of herbicides	ORGANIZATION						✓	
	<b>Soil and Water</b>								
3.2.20	<b>New 2019</b> 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	<b>New 2019</b> Implement measures to enhance soil fertility	MEMBERS						✓	
3.2.24	<b>New 2019</b> 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	<b>New 2019</b> Train members on sustainable water use	ORGANIZATION						✓	
3.2.27	<b>New 2019</b> Members follow practices that improve water resources management	ORGANIZATION						✓	
3.2.28	Minimize negative impacts of waste water from central processing	ORGANIZATION							

	facilities								
3.2.29	Train members on waste water and health risks	ORGANIZATION							

3	PRODUCTION	APPLIES TO	YEAR				TRANSITION PERIOD		
			0	1	3	6	July 2019	Apr 2021	Jan 2022
	<b>Biodiversity protection</b>								
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							
	<b>Waste</b>								
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							
	<b>GMO</b>								
3.2.41	No use of Genetically Modified Organisms (GMO)	ORG & MEMBERS							
	<b>Climate change</b>								
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						✓	
3.3	<b>Labour Conditions</b>								
	<b>Freedom from discrimination</b>								
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							
	<b>Freedom from forced or compulsory labour</b>								
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							
	<b>Child labour and child protection</b>								
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							



	<b>Freedom of association and collective bargaining</b>								
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 unionized workers	ORG & MEMBERS							

3	PRODUCTION	APPLIES TO	YEAR			TRANSITION PERIOD			
	<b>Freedom of association and collective bargaining</b>		0	1	3	6	July 2019	Apr 2021	Jan 2022
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							
	<b>Conditions of employment*</b>								
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	<b>NEW 2019</b> 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							
	<b>Occupational health and safety*</b>								
3.3.27	<b>NEW 2019</b> 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							

\*Applicable to you if you or your members employ more than 10 workers that are present for one month or more during a year working more than 30 hours per week.

4	BUSINESS AND DEVELOPMENT	APPLIES TO	YEAR			TRANSITION PERIOD			
			0	1	3	6	July 2019	Apr 2021	Jan 2022
4.1	<b>Development Potential</b>								
4.1.1	<b>New 2019</b> 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	ORGANIZATION							

Core requirement	Development requirement	Transition period
Core requirement	Development requirement	Transition period

	Plan)									
4.1.3	The plan benefits all member organizations (for 2nd and 3rd grade organizations)	ORGANIZATION								

4	BUSINESS AND DEVELOPMENT	APPLIES TO	YEAR			TRANSITION PERIOD			
4.1.4	<b>New 2019</b> You include all the activities that you plan to fund with the Fairtrade Premium in the Fairtrade Development Plan	ORGANIZATION							
4.1	<b>Development Potential</b>		0	1	3	6	July 2019	Apr 2021	Jan 2022
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	<b>New 2019</b> 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	<b>New 2019</b> Report at least once a year on Fairtrade Premium use	ORGANIZATION							
4.1.11	<b>New 2019</b> 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							
4.2	<b>Democracy, Participation and Transparency</b>								
4.2.1	<b>New 2019</b> 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	<b>New 2019</b> Define clear rules on membership and collect information on members	ORGANIZATION							
4.2.3	<b>New 2019</b> 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	<b>New 2019</b> 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	<b>New 2019</b> Non-members in the Board only have advisory roles	ORGANIZATION							
4.2.13	<b>New 2019</b> 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							
4.3	<b>Non- Discrimination</b>								

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							



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