

## FLO-CERT GmbH

### Public Compliance Criteria List - Hired Labour

**Compliance Criteria** are established by FLOCERT to translate requirements of the Fairtrade Standards and FLOCERT requirements into verifiable control points that are evaluated during the certification process to determine compliance with the Fairtrade Standards. Non-conformity with a Compliance Criterion is considered non-conformity with the respective standard requirement. Each Compliance Criterion is linked to a specific timeline indicating when it needs to be fulfilled.

There are three types of Compliance Criteria:

**Core (C):** reflect Fairtrade principles and must be complied with.

**Major (M):** reflect key Fairtrade principles where non-compliance represents a major risk to the Fairtrade system. Non-conformity with a major compliance criterion may lead to certification sanctions.

**Development requirements (D):** refer to the continuous improvement that certified organizations must demonstrate. Compliance with development criteria is verified against an average score.

Instead of a plain yes/no-approach there are 5 levels of compliance, called ranks. Rank 1 and 2 indicate non-compliance whereas ranks 3 to 5 indicate compliance with the Fairtrade Standards. The FLOCERT Public Compliance Criteria List - Hired Labour - is based on the Fairtrade Standards for Hired Labour (dated January 15th, 2014), the Fairtrade Trade Standard and the Fairtrade Product Standards published by Fairtrade International.

This version of the Compliance Criteria supersedes all previous versions. The Compliance Criteria are published in several languages. In the case of an interpretation dispute in any of the published languages, the English version of the Compliance Criteria prevails.

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
		0	Definition of a Multi-Estate Structure							
		0.1	<b>Structural Requirements</b>							
		0.1.1	<b>Multi-Estates</b>							
FLOCERT Requirement	Multi estate	0.1.1.01	If you are classified as Multi Estate, you have several plantations (affiliated farms) under a common legal structure, but where production practices (e.g. agrochemical use) and working conditions (e.g. overtime rules) differ from site to site.	No		Yes			0	C
FLOCERT Requirement	Multi estate	0.1.1.02	The Multi estate has a head office (central structure), either located on one of the plantations (estates) or located separately.	No		Yes			0	C
FLOCERT Requirement	Multi estate	0.1.1.03	The plantations (estates) have self-sustaining management systems, such that there is capacity for decision-making at the plantation (estate) level which ensures an element of autonomy from the central structure.	No		Yes			0	M

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
FLOCERT Requirement	Multi estate	0.1.1.05	The central structure ensures that Fairtrade requirements are implemented on all plantations that have been included into the certification scope. The central structure is accountable for compliance.	Fairtrade requirements are not implemented on all plantations that have been included into the certification scope AND the central structure is not accountable for compliance.	Fairtrade requirements are not implemented on all plantations that have been included into the certification scope OR the central structure is not accountable for compliance.	Fairtrade requirements are implemented on all plantations that have been included into the certification scope AND the central structure is accountable for compliance.	A documented policy and a management structure exists where the central structure owns the responsibility of ensuring compliance to the Fairtrade Standards and CCs.	RANK 4 AND a documented internal audits are done centrally to ensure compliance by all the affiliated plantations to the Fairtrade Standard and CCs.	0	C
		1	<b>General Requirements and Commitment to Fairtrade</b>							
		1.1	<b>Certification</b>							
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.01	You have a countersigned copy of the latest version of the FLOCERT certification contract (version 47 or newer).	No		Yes			0	C
TS 1.1.1	Multi estate, Single plantation	1.1.0.02	You have a valid FLOCERT permission to trade or a valid FLOCERT certificate for each product sold as Fairtrade.	No		Yes			0	M
TS 1.1.3	Multi estate, Single plantation	1.1.0.08	The company's additional entities where Fairtrade activities take place are registered with FLOCERT.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
TS 1.1.3	Multi estate, Single plantation	1.1.0.09	You have a contract with each additional entity that is not 100 % owned by the master operator that requires compliance with traceability requirements and stating that FLOCERT is authorized to conduct on-site audits of the additional entity. (Does not apply to entities that do not fall into the scope of certification e.g. fresh fruit storage sites, where no repacking activities take place and also where physical traceability is not a requirement, customer applies mass balance as well as additional entities that have their own FLOCERT certification)	There are no contracts	The contracts do not have all the requirements listed in this CC or some of the additional entities do not have contracts.	Complete contracts with all additional entities.			<b>0</b>	<b>C</b>
Sports Balls 1.1.2	Single plantation	1.1.0.10	(Sportsballs) Records are kept of all subcontracted units which include: - name of subcontracted unit - name of person in charge of unit - location - contracts between the unit and sports ball company Above information is kept updated on regular basis and FLOCERT is informed of all changes, specially when a subcontractor is no longer used or when the company has a new subcontractor.	No records are kept.	The records are incomplete.	The records are complete and FLOCERT is informed as per the requirement of CC.	RANK 3 AND there is an internal monitoring system to update the information periodically.		<b>0</b>	<b>C</b>
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.11	The average score for development criteria is equal or above 3.0.	No		Yes			<b>3</b>	<b>C</b>
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.12	All non-conformities of the previous audit have been corrected.	No		Yes			<b>1</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.13	The conditions of granted exceptions are met.	No		Yes			1	C
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.14	(Only applicable if you receive a complaint related to compliance with requirements of the applicable Fairtrade Standards or a Fairtrade product) The company handles and documents all complaints and follow-up actions relating to compliance with requirements of the applicable Fairtrade Standards. These records are made available to the auditor.	Complaints were received, which have not been followed up and/or not documented.	There is a written procedure for complaint management, but the complaint has not been followed up and documented.	There is a proper documentation of the actions taken on the complaints and its follow up and documents.		There is a written procedure for complaint management and complaints are handled in line with the procedure AND complaints and follow up are documented.	1	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.1.1	Multi estate, Single plantation	1.1.0.15	The company accepts announced and unannounced audits at its premises including subcontracted premises and provides all requested information needed to demonstrate compliance with the Fairtrade standards.	The company denied access to sites or documents OR to confidential interviews with members or workers OR otherwise undermined the audit.	Certain key persons were not reachable for unjustified reasons OR the organisation was not active in bridging the information gaps.	Information was poorly prepared but the organisation was active in bridging the gaps OR certain key persons were not reachable due to understandable reasons.	Yes	Yes AND the information for the audit was carefully prepared.	<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.1.2	Multi estate, Single plantation	1.1.0.16	The company shares final audit results with workers in a format and language accessible to workers, within reasonable time following each audit .	The final audit results are accessible only to management and no worker representative is made privy to the audit results (representative here means one who is mandated to inform workers on the deliberations).	The final results of the audit is made accessible, but the workers (their representatives) could not understand, because it is not made available in a format or language accessible to workers/representatives .	The worker representative is informed about the final audit results in a format and language accessible to workers or joins the closing meeting.	RANK 3 AND there is a clear, established and demonstrable procedure to inform all workers, about the final results of the audit.	RANK 4 AND worker representatives join the audit opening and end meeting and the final results of the audit have been made available to the workers before the objective evidences for compliance is submitted to FLOCERT after the audit.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.1.3	Multi estate, Single plantation	1.1.0.17	The company allows Fairtrade International representatives to interact with workers to discuss matters related to Fairtrade as needed.	The management do not/has not allow(ed) Fairtrade international representatives to meet the workers during the audited period, even though such a request has been received by the management from the Fairtrade International representatives or from the workers side. (audited period means the	Though the management allows such meeting to take place, restrictions/ conditions have been imposed such that all matters related to Fairtrade cannot be discussed with all categories of workers.	Yes	RANK 3 AND Management allows independent interactions between Fairtrade International representatives and worker representatives.	RANK 4 AND management pro-actively invites FI representatives to the place of work.	0	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
				time period for which compliance is checked by FLOCERT).						
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.18	(Applicable if the customer has been suspended since the last audit) Upon suspension of Fairtrade certification, the customer has discontinued its use of all advertising matter that contains any reference to its certified status.	The customer is continuing with usage of advertising matter which contains clear reference to its certified status.	The customer has done little to discontinue the use of advertising matter containing references to its certified status, the advertising matter used during suspension refers to the certified status of the customer.	The customer has discontinued its use of all advertising matter that contains any reference to its certified status during suspension.			1	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.21	(Only applicable to companies who re apply for certification after they have been de-certified in the past) The Fairtrade Premium received by the company previous to de-certification has been paid to the Fairtrade Premium Committee and there is proof that it was used as per the requirement of Fairtrade Standards.	No		Yes			0	M
Fresh Fruit Brazil 1.1.1	Multi estate, Single plantation	1.1.0.22	(Brazil) (oranges) Your land size is not bigger than 4 fiscal units (módulos fiscais; see link in the Fresh Fruit Standard) and the owner and/or family members is/are directly involved in the management of the applying unit.	None of the requirements are met.		Both requirements are met.			0	M
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.23	You have designated in writing one official contact person to FLOCERT who keeps FLOCERT updated with contact details (including Fairtrade reporting contact) and important information on changes.	No contact person OR structural changes occurred that affect certification status without informing FLOCERT.	Changes in contact details/persons occurred without the organisation informing FLOCERT OR the contact person is unaware of functions.	The contact person is aware of his/her functions.		The organisation is always reachable AND has communicated all changes.	0	C
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.24	There are no indications that you violate national legislation on topics covered by the Fairtrade Standard for Hired Labour companies.	There is proof of violations.		There are no indications of violations.			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
FLOCERT Requirement	Multi estate, Single plantation	1.1.0.25	(Applicable according to the following timelines: Banana, Flowers and Plants and Tea since Q1 2018, all other products since Q4 2018) You fulfill the following responsibilities in the assurance tool Fairtrace: 1) You verify your Fairtrade sales transactions reported by your customers (deadline: 30 calendar days after transaction has been reported). 2) You ensure that all transactions are correct.	Verification is not done.	Not all transactions are verified OR transactions are incorrectly verified.	All transactions are correctly verified OR no Fairtrade sales during the audited period.			0	C
Sports balls (Product description)	Multi estate, Single plantation	1.1.0.26	You are only selling products as secondary products which have been made in the same place and with the same materials/workers.	No		Yes			0	C
		<b>1.2</b>	<b>Commitment to Fairtrade</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.2.1	Multi estate, Single plantation	1.2.0.01	<p>A person responsible for Fairtrade matters (Fairtrade Officer) is appointed and is responsible for the overall co-ordination of Fairtrade in the company and for handling all necessary Fairtrade related communications. This person reports to the senior management.</p> <p>In the case of multi-estates, the Fairtrade Officer is appointed at the head office and is responsible for all plantations under Fairtrade certification.</p>	The Fairtrade Officer is not appointed.	The Fairtrade Officer is appointed but is not made responsible for the overall co-ordination of Fairtrade in the company and for handling all necessary Fairtrade related communications and/or do not report to senior management and /or lacks the relevant knowledge and experience to perform	The Fairtrade Officer is appointed, reports to the senior management and is made responsible for the overall co-ordination of Fairtrade in the company and for handling all necessary Fairtrade related communications and demonstrates relevant knowledge and experience to perform the tasks set in the	RANK 3 AND a documented Curriculum Vitae of the Fairtrade Officer exists establishing his/her relevant knowledge and experience AND the Fairtrade Officer responsibilities are clear, appropriate and documented.	RANK 4 AND the Fairtrade Officer is one of the management's representatives in the FPC AND the Fairtrade Officer is regularly trained in his/her responsibilities.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
					the tasks set in the standard.	standard.				
1.2.1	Multi estate, Single plantation	1.2.0.02	The Fairtrade Officer acts as a liaison between Fairtrade International, FLOCERT, workers and managers regarding Fairtrade matters and ensures the implementation and monitoring of the company's performance regarding the Fairtrade requirements.	The FTO does not act as a liaison between Fairtrade International, FLOCERT, workers and managers regarding Fairtrade matters AND does not ensure the implementation and monitoring of the company's performance regarding the Fairtrade requirements.	The FTO only acts as liaison or only ensures the implementation and monitoring of the company's performance regarding the Fairtrade requirements but not both.	The FTO acts as liaison AND ensures the implementation and monitoring of the company's performance regarding the Fairtrade requirements.	RANK 3 AND a management review of the Fairtrade Officer is conducted periodically to assess the performance of the Fairtrade Officer to the requirements of the CC.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.2.2	Multi estate, Single plantation	1.2.0.03	The company's mission statement or policy includes statements on how continuous improvement of social and sustainable production practices are implemented in the company; and a statement on its commitment to achieve the aims and values of Fairtrade.	No mission statement or policy.	The company's mission statement does not have clauses on continuous improvement of social and sustainable production practices or a commitment to achieve the aims and values of Fairtrade.	The company has a mission statement or policy, which includes clauses on continuous improvement of social and sustainable production practices implemented by the company and a statement on achieving the aims and values of Fairtrade.	RANK 3 AND the company includes corporate social responsibility as an integral part of the company's mission or policy statement.	RANK 4 AND the company can demonstrate its implementation with concrete evidence.	0	C
Sports Balls 1.1.1	Single plantation	1.2.0.05	(Sportsballs) The sports ball company takes responsibility for ensuring that all parties who carry out work that is within the value chain of the sports ball company comply with the Standards for Hired Labour and the Product Standard for Sports Balls.	No		Yes			0	M

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 1.1.8	Single plantation	1.2.0.06	(Sportsballs) The sports ball company signs a contract with subcontractors in which Fairtrade Standards requirements, relevant national laws and the procedures to be followed by the subcontractor are included.	No		Yes			<b>1</b>	<b>C</b>
Flowers 1.1.1	Multi estate, Single plantation	1.2.0.07	(Flowers) A documented management self-assessment regarding its effectiveness in implementing the Fairtrade Standards is available.	The organisation did not carry the identification self-assessment.	The self-assessment has important shortcomings, failing to identify effective ways in implementing the Fairtrade Standards OR the self-assessment is not documented (written/drawn).	There is an updated basic written/drawn assessment that covers at least the most important aspects.	The self-assessment evaluates the management's efforts at awareness creation at all levels of the organisation (management and workers) regarding the Fairtrade concept.	RANK 4 AND the management has assessed its capacities to integrate the Fairtrade Standards into the overall running of the company AND particular attention has been given to the participation of women in these groups.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 1.1.1	Multi estate, Single plantation	1.2.0.08	(Flowers) The management has sought external support if the self-assessment demonstrates that the company is not yet able to effectively implement the Fairtrade Standards.	No		Yes			<b>1</b>	<b>C</b>
Fresh Vegetable 2.1.1	Multi estate, Single plantation	1.2.0.09	(Vegetables) (Only applicable for Hired Labour companies in Latin America and the Caribbean) The company has carried out a needs assessment of the migrant workers, and how to improve their working conditions.	The organisation did not carry the identification needs assessment OR how working conditions can be improved.	Needs assessment has important shortcomings, failing to identify ways of improving working conditions OR needs assessment is not documented (written/drawn).	There is an updated basic written/drawn assessment that covers at least the most important aspects.	The needs assessment covers all requirements and identifies ways of improving working conditions AND there is a process to involve members/workers on this identification.	RANK 4 AND best practice in terms of obtaining information: data from all members/workers in field survey.	<b>1</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Fresh Vegetable 2.1.1	Multi estate, Single plantation	1.2.0.10	(Vegetables) (Only applicable for Hired Labour companies in Latin America and the Caribbean) The needs assessment has identified and prioritized the needs of the migrant workers in terms of freedom from discrimination, freedom of labour, freedom of association and collective bargaining, conditions of employment, occupational health and safety as well as economic development, following the respective sections of the Fairtrade Standards.	The organisation did not carry the identification needs assessment OR how working conditions can be improved.	Needs assessment has important shortcomings, failing to identify ways of improving working conditions OR needs assessment is not documented (written/drawn).	There is an updated basic written/drawn assessment that covers at least the most important aspects.	The needs assessment covers all requirements and identifies ways of improving working conditions AND there is a process to involve members/workers on this identification.	RANK 4 AND best practice in terms of obtaining information: data from all members/workers in field survey.	<b>1</b>	<b>C</b>
Fresh Vegetable 2.1.2	Multi estate, Single plantation	1.2.0.11	(Vegetables) (Only applicable for Hired Labour companies in Latin America and the Caribbean) The company has created and implemented a development plan for migrant workers, based on the needs assessment.	There is no written plan.	Plan does not contain all essential details as defined in criteria.	Written plan with all details.	Written plan with all details AND developed in participatory way (consultation) with members/workers.	Rank 4 AND plan based on previous assessment of workers needs.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Fresh Vegetable 2.1.3	Multi estate, Single plantation	1.2.0.12	(Vegetables) (Only applicable for Hired Labour companies in Latin America and the Caribbean) The Fairtrade Premium Committee and the migrant workers have been consulted during the drafting of the development plan.	There is no Development Plan.	The FPC or the Migrant workers are not aware of the content of the Development Plan.	There is documented proof that the Development Plan was discussed with the FPC and the migrant workers.	RANK 3 AND the Development plan was approved by the FPC, General Assembly including the migrant workers.		1	C
Fresh Vegetable 2.1.3	Multi estate, Single plantation	1.2.0.13	(Vegetables) (Only applicable for Hired Labour companies in Latin America and the Caribbean) The development plan for migrant workers has been explained and discussed with the Fairtrade Premium Committee and the General Assembly of workers.	No		Yes			1	C
Sports Balls 1.1.3	Single plantation	1.2.0.14	(Sportsballs) The sports ball company should establish and operate a monitoring system that ensures compliance with Fairtrade Standards by its own off-site stitching centres and by all subcontracted units where Fairtrade balls are produced.	No	The monitoring system is not effective as many non-compliances has been observed.	There is a monitoring system and is effective.		RANK 3 AND there is third party inspection for checking compliance.	0	C
Sports Balls 1.1.3	Single plantation	1.2.0.15	(Sportsballs) An employee trained to carry out monitoring of stitching centres and subcontracted units shall be responsible for the operation and maintenance of the monitoring system.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 1.1.3	Single plantation	1.2.0.16	(Sportsballs) Documentation includes records of inspections, findings and any action taken. Records are made available on request to FLOCERT.	No documentat ion is available.	The records are incomplete or is not updated periodically or is not made available to FLOCERT.	The records are complete and made available to FLOCERT.			<b>0</b>	<b>C</b>
Sports Balls 1.1.4	Single plantation	1.2.0.17	(Sportsballs) Records are kept in the stitching centres and subcontracted units and include the following: <ul style="list-style-type: none"> <li>• name, address, age of workers</li> <li>• daily attendance</li> <li>• number of sports balls stitched on each working day per worker</li> <li>• wages paid per worker (and all deductions made)</li> <li>• advances paid to workers and the current balance of advance payments provided</li> <li>• number of balls received for stitching per working day</li> <li>• total number of balls stitched per working day</li> </ul>	No records are kept.	The records are incomplete.	The records are complete and FLOCERT is informed as per the requirement of CC.	RANK 3 AND there is an internal monitoring system to update the information periodically.	<b>0</b>	<b>C</b>	

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 1.1.5	Single plantation	1.2.0.18	(Sportsballs) Inspectors from the sports ball company will regularly (on a monthly basis at least and without prior notice to the contractor) inspect the premises and records of its subcontractors.	No	The periodicity is less than one per month.	There is a monthly inspection for each subcontractors and the findings are recorded.	The organization records actions taken to tackle any negative findings as outcome of audits.	RANK 4 AND periodic audits by external third party are conducted.	0	C
Sports Balls 1.1.5	Single plantation	1.2.0.19	(Sportsballs) Inspections and their results are recorded, documented and made available to Fairtrade auditors as and when required.	No inspections are done.	The records are not updated or made available to FLOCERT.	The inspections are periodic and records are made available to FLOCERT.			0	C
Sports Balls 1.1.6	Single plantation	1.2.0.20	(Sportsballs) (Only applicable to companies with more than one subcontracted unit) The company has a written agreement with FLOCERT as to what type of third party monitoring is required (which agent, frequency of visits, scope, etc) for subcontracted units.	No		Yes			0	C
Sports Balls 1.1.6	Single plantation	1.2.0.21	(Sportsballs) (Only applicable to companies with large number of subcontracted units) Independent monitoring of subcontracted units takes place several times a year.	No		Yes			0	C
Sports Balls 1.1.7	Single plantation	1.2.0.22	(Sportsballs) The sports ball company has terminated its contract with any subcontractor that commits serious violations of Fairtrade Standards occurring twice or more times in less than 12 months.	No		Yes			0	M

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 1.1.7	Single plantation	1.2.0.23	(Sportsballs) (Only applicable after Fairtrade sales and only if a contract has been terminated with a subcontractor) The Fairtrade Premium Committee has developed a workplan to ensure that workers will have access to Fairtrade Premium benefits for a certain period of time in case the contract between the sports ball company and the subcontractor has been discontinued.	There is no plan.	A plan and records exist but it lacks details on how workers will access Fairtrade Premium benefits OR the plan is not operational OR the plan is not yet finalized	Records and plans are operational but still lack some details.	Records and plans fully operational and followed by the organisation.	RANK 4 AND records are fully up to date.	<b>0</b>	<b>C</b>
1.2.3	Multi estate, Single plantation	1.2.0.24	The company allocates time during regular working hours for regular meetings of the Fairtrade Premium Committee, trade union/elected worker representatives and other committees involved in Fairtrade.	Time is not allocated for meetings	Time is allocated for regular meetings of the FPC, however it is outside of regular working hours .	Time is allocated for meetings during regular working hours	RANK 3 AND a meeting schedule is planned in advance and agreed with management.	RANK 4 AND management ensures that the meetings take place on a regular basis.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.2.3	Multi estate, Single plantation	1.2.0.25	The company allocates time during regular working hours for regular meetings of the Fairtrade Premium Committee with workers.	Time is not allocated for meetings	Time is allocated for regular meetings of the FPC with workers however it is outside of regular working hours.	Time is allocated for meetings during regular working hours for the FPC with workers.	RANK 3 AND how and when these meetings take place is planned in advance and agreed with management.	RANK 4 AND management ensures that the meetings take place on a regular basis.	0	C
1.2.3	Multi estate, Single plantation	1.2.0.26	The company allocates time during regular working hours for a general assembly of workers at least once a year.	Time is not allocated for a general assembly.	Time is allocated outside of working hours for a regular assembly of workers.	Time is allocated for meetings during regular working hours for a general assembly of workers at least once a year.	RANK 3 AND a meeting schedule is planned in advance and agreed with management.	RANK 4 AND the GA is scheduled at a time in the year when most workers are present.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.2.3	Multi estate, Single plantation	1.2.0.27	The company allocates time during regular working hours for committee members and officers to perform their duties related to Fairtrade and relevant work.	Time is not allocated for committee members and officers to perform their duties.	Time is allocated outside of regular working hours for committee members and officers to perform their duties related to Fairtrade and relevant work.	Time is allocated during regular working hours for committee members and officers to perform their duties related to Fairtrade and relevant work.	RANK 3 AND time allocated is always agreed between management and workers.	RANK 4 AND the company actively supports committee members to carry out their duties.	<b>0</b>	<b>C</b>
1.2.3	Multi estate, Single plantation	1.2.0.28	The company allocates office space for meetings and space for the Fairtrade Premium Committee, trade union/elected worker representatives, and other committees involved in Fairtrade to keep equipment and files and provides other resources such as facilities, equipment, training, etc. needed for the successful implementation of Fairtrade matters.	Neither office space for meetings nor space to keep equipment and files are provided.	Only office space for meetings OR space to keep equipment and files are provided.	Office space is provided for meetings as well as space to keep equipment and files.	RANK 3 and adequate other resources are provided AND the office space provided is private.	RANK 4 AND the company provides an independent room with lockable space for equipment and files for the committees to meet.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.2.3	Multi estate, Single plantation	1.2.0.30	The company provides compensation for pieceworkers and other similarly compensated work for time spent on Fairtrade implementation.	Compensation is not provided for time spent on Fairtrade implementation.	Compensation is provided but it is not adequate.	Adequate compensation is provided to pieceworkers and for other similarly compensated work.	RANK 3 AND the calculations are documented.	RANK 4 AND the compensation is more than adequate.	<b>0</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 2.1.1	Multi estate, Single plantation	1.2.0.31	(Flowers) A documented Fairtrade Premium Committee self-assessment regarding its effectiveness in operating a transparent, participatory and democratic administration of Fairtrade Premium money and implementation of Fairtrade Premium projects is available.	The company did not carry the identification needs assessment.	Needs assessment has important shortcomings, failing to identify effective ways in implementing the Fairtrade Standards OR needs assessment is not documented (written/drawn).	There is an updated basic written/drawn assessment that covers at least the most important aspects.	The self-assessment evaluates the Fairtrade Premium Committee's capacities and potential lack thereof regarding the following issues: Fairtrade Premium Committee members' awareness of Fairtrade Standards and Fairtrade Premium Committee Explanatory Document; decision making capacities;	RANK 4 AND the self-assessment evaluates the effectiveness of the Fairtrade Premium Committee in creating and applying the rules and procedures concerning Fairtrade Premium Committee as defined in the Fairtrade Standards and the Fairtrade Premium Committee Explanatory Document, AND a gender	1	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
							capacities to manage and plan Fairtrade Premium projects; accounting capacities; capacities to manage meetings.	analysis has been included.		
Flowers 2.1.1	Multi estate, Single plantation	1.2.0.32	(Flowers) The Fairtrade Premium Committee has sought external support if the self-assessment demonstrates that the implementation of the Fairtrade Standards are not effective enough.	No		Yes			<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.2.4	Multi estate, Single plantation	1.2.0.33	The company has legal and legitimate right to land use and land tenure and respects the land rights of local and indigenous people.	The company cannot demonstrate that they have legal and legitimate right to the land use and tenure OR There is indication that the company has violated or is alleged to have violated the land rights of local and indigenous people.		The company has documents that confirm its legal and legitimate right to land use AND there are no allegations against it for violation of land rights of local and indigenous peoples.	RANK 3 AND has a documented policy in place which states that they respect the land rights of local and indigenous people.	RANK 4 AND the company can demonstrate that they pro-actively help the local and indigenous people in establishing the right to their land.	<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.2.4	Multi estate, Single plantation	1.2.0.34	Where land claims and disputes are on-going, there is evidence that a legal resolution process is active.	There is a land claim or dispute, however there is no legal resolution process in place OR active.		There is a land claim or dispute with a legal resolution process in place which is active.			<b>0</b>	<b>M</b>
Sports Balls 1.1.9	Single plantation	1.2.0.35	(Sportsballs) You establish and operate a supplier assurance scheme that includes - criteria and procedures to evaluate and select suppliers and - appointing a supplier assurance manager.	No supplier assurance scheme established .	A supplier assurance scheme exists on paper but is not operated OR no supplier assurance manager is appointed.	A supplier assurance scheme is operated AND an assurance manager appointed.			<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 1.1.10	Single plantation	1.2.0.36	(Sportsballs) The supplier assurance manager ensures that suppliers provide sufficient evidence to demonstrate that they adhere to key aspects of national labour and environmental laws.	No actions are taken to ensure this at supplier level.	Actions are taken to ensure this at supplier level BUT no documentation from the supplier is available.	Yes AND documentation provided by the supplier (e.g. relevant industry norms, internationally recognized social and environmental certification schemes) is available.			<b>1</b>	<b>C</b>
Sports Balls 1.1.10	Single plantation	1.2.0.37	(Sportsballs) The supplier assurance scheme also contains an environmental policy for ensuring the sound sourcing of raw materials adhering to applicable environmental laws.	No policy is in place.	The policy does not cover all essential details Or is not implemented.	A policy is in place which covers all essential details.	RANK 3 AND there is a system of monitoring the effectiveness of the policy.	RANK 4 AND is part of a regional or national environmental programme.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 1.1.11	Single plantation	1.2.0.39	(Sportsballs) The supplier assurance manager ensures that PVC and other potentially dangerous synthetics used in Fairtrade sports balls are sourced from suppliers who can demonstrate that the synthetics have been produced and waste has been disposed of in a sound manner to minimise the risk to health and the environment.	No		There is an internal control mechanism on the suppliers compliance to this requirement .	Only sourcing from certified suppliers is done.		<b>1</b>	<b>C</b>
Flowers 2.1.2	Multi estate, Single plantation	1.2.0.40	(Flowers) You report at least once a year on the use of Fairtrade Premium using the following indicators: <ul style="list-style-type: none"> <li>• Name and description of project (purpose and objectives; project partners)</li> <li>• Target group(s) (e.g. men-women or all members of cooperative, migrant workers, family members, community)</li> <li>• Estimated number of beneficiaries within each target group</li> <li>• Project budget (total / annual)</li> <li>• Project start and end date</li> <li>• Date of approval of project and who approved it</li> </ul> You either send this information to <a href="mailto:flowers@fairtrade.net">flowers@fairtrade.net</a> or you upload it to the Online Premium Platform ( <a href="https://premium.fairtrade.net">https://premium.fairtrade.net</a> )	No		Yes			<b>1</b>	<b>C</b>
		<b>2</b>	<b>Social Development</b>							
		<b>2.1</b>	<b>Management of Fairtrade Premium</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.1	Multi estate, Single plantation	2.1.0.01	A Fairtrade Premium Committee (FPC), with elected FPC worker members and appointed advisors from the management has been created, with the purpose of managing the Fairtrade Premium (FP) for the benefits of all workers.	A FPC has not been created.	An FPC has been created however worker members have not been elected but appointed OR advisors from management have not been appointed OR there are no advisors appointed by the management.	An FPC has been created with elected worker members and appointed advisors from management.	Rank 3 AND it is functional, well governed regular meetings take place FTP is managed transparently	Rank 4 AND there is a good rotation system in place for FPC members.	<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.1	Multi estate, Single plantation	2.1.0.02	The number of workers member's in the FPC is significantly higher than the number of management advisors.	The number of management advisors is higher than the number of worker members.	The number of management advisors is equal to the number of worker members.	The number of workers representatives in the FPC is higher than the number of management advisors.	The number of worker representatives in the FPC is significantly higher than the number of management advisors.	Rank 3 AND the decision making process is transparent.	<b>0</b>	<b>C</b>
2.1.1	Multi estate	2.1.0.03	Either a FPC has been created at each affiliated plantation to the multi-estate or a central FPC exists at the head office.	FPC has not been created at any level.		Either a FPC has been created at each affiliated plantation to the multi-estate or a central FPC exists at the head office.			<b>0</b>	<b>M</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 2.1.3	Single plantation	2.1.0.05	(Sportsballs) The number of Fairtrade Premium Committee (FPC) representatives from stitching centres and subcontracted units is proportional to the number of workers they represent.	There is no FPC.	There are representatives from stitching centres and subcontracted units but not proportional to the number of workers they represent.	There are representatives from stitching centres and subcontracted units in proportion to the number of workers from each subcontracted unit and stitching centers.	RANK 3 AND stitching centers have good governance (transparency, well trained, functioning well)	RANK 4 there is rotation of the representatives.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.2	Multi estate	2.1.0.06	The central structure provides FLOCERT with an overview of the total Fairtrade Premium income of the company. In the case of separated FPCs, the distribution of the Fairtrade Premium to the local Fairtrade Premium Committees, and an aggregated version of the individual Fairtrade Premium Plans is also provided.	The central structure could not provide the required information as per the CC .	An overview of the total Fairtrade Premium income is available but not the distribution to the local FPC OR the aggregated version of the Fairtrade Premium Plans OR the information provided is not up-to-date.	An overview is available with all the required information.		RANK 3 AND includes data on Fairtrade Premium to be received.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.3	Multi estate, Single plantation	2.1.0.07	(Not applicable when registration under national laws is prohibitive OR no fixed assets are acquired) A legal body exists that - is recognised by law and registered under suitable law by a public entity - allows workers to be the sole owners and beneficiaries of the Fairtrade Premium - has been established before any assets are acquired using the Fairtrade Premium - has a constitution enabling it to own property, enter into legal contracts and have a bank account.	No such body exists.	A legal body exists but does not fulfill all specified requirements.	A legal body that fulfills all specified requirements exists.			<b>0</b>	<b>M</b>
2.1.4	Multi estate, Single plantation	2.1.0.08	Terms of reference in accordance with the Fairtrade Standard are in place that define: the composition of the committee and its aims; election procedures; procedures of the committee (terms of office, frequency of meetings, how decisions are made, criteria for the selection of FP projects, documentation and which reports should be delivered, dissolution of the Committee if the company is decertified or dissolved); internal regulations and responsibilities (especially finance) that ensure that all decisions on Fairtrade Premium use are approved by the annual general assembly (GA) of all workers; the delegate system for the GA where applicable; how the interests of migrant and seasonal/temporary workers are taken into account;	There is no ToR OR the majority of the requirements for the ToR are missing.	The ToR does not have all the listed requirements.	The ToR has complete set of requirements.	RANK 3 AND that the requirements are clearly explained and understandable.	RANK 4 AND the ToR include a description on how consensus can be reached for decisions.	<b>0</b>	<b>M</b>
2.1.4	Multi estate, Single plantation	2.1.0.09	The ToR are followed.	The ToR is not followed.	The ToR is partially followed.	The ToR is followed.			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.4	Multi estate	2.1.0.10	In case a central FPC exists, there is a system for elected delegates to represent each affiliate plantation.	No		Yes			0	C
2.1.4	Multi estate, Single plantation	2.1.0.11	The terms of reference have been approved by the general assembly of workers.	No		Yes			0	M
2.1.4	Multi estate, Single plantation	2.1.0.12	The terms of reference are made accessible to the workers in appropriate languages.	No	The ToR is accessible but not in appropriate language.	Yes	It is displayed on a notice board accessible to all workers		0	C
2.1.5	Multi estate, Single plantation	2.1.0.13	A separate Fairtrade Premium bank account is established. Both, workers representatives from the FPC and a management representative are joint signatories for the bank account.	No		Yes	There are more than one worker representative among the signatories and the Manager is a member of FPC.		0	M

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.6	Multi estate, Single plantation	2.1.0.16	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) In cases where the Fairtrade Premium is received in the companies account, the company proves that there were justified circumstances to do so and it is transferred to the appropriate Fairtrade Premium account within 30 calendar days of having received it in the companies bank account.	Fairtrade Premium is not transferred.	FP has been transferred but the time line is more than 30 days.	FP has been transferred within the timeline.	FP is transferred immediately as soon as the company receives it.	RANK 4 AND management informs the FPC regularly on the Fairtrade Premium status.	0	C
2.1.6	Multi estate, Single plantation	2.1.0.17	Premium is adequately invoiced in a timely manner and Premium receipts are monitored by the management representative on the FPC.	Premium has not been invoiced and receipts are not monitored.	Premium has not been invoiced but the management has informed the payer of the premium amount, premium account etc. BUT has not monitored Premium receipts.	The management has informed (invoiced, if it is required) the payer of the premium amount, premium account etc. within timelines and monitors Premium receipts.		RANK 4 AND management informs the FPC regularly on the Fairtrade Premium status.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.6	Multi estate, Single plantation	2.1.0.18	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) (Only applicable to India) The time frame for transferring the Fairtrade Premium from the company account to the appropriate Fairtrade Premium account is extended to more than 30 calendar days only after such exception has been granted by FLOCERT. The Fairtrade Premium is transferred within the deadlines allowed under the exception.	No	The exception has been granted but payment has not been done in the timelines set in the exception.	Yes			0	C
2.1.7	Multi estate	2.1.0.19	(Applicable if there is a FPC at each affiliated plantation.) The distribution principles of the Fairtrade Premium are transparent and documented in the Internal Regulations of the local FPC. The distribution keys may be based on volumes sold or number of workers represented by the local Fairtrade Premium Committee.	Fairtrade Premium payments are delayed OR do not follow the procedure as defined in the distribution key OR there is no distribution key.	Only some affiliate plantations do receive their Fairtrade Premium shares according to the distribution key OR the majority of payments is delayed.	All affiliate plantations receive their Fairtrade Premium shares BUT some are delayed OR some do not follow all details as defined in the distribution key.	All affiliate plantations receive their Fairtrade Premium shares on time and according to the distribution key agreed.	RANK 4 AND there is a clear procedure that allows for correct channeling of Fairtrade Premium shares.	1	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.8	Multi estate, Single plantation	2.1.0.20	Upon establishment of the Fairtrade Premium account, a legally binding agreement is signed between the company and the legal body registered to manage Fairtrade Premium. The agreement states that in case the company is decertified or dissolved, the balance of the Fairtrade Premium account must be made available to the Fairtrade Premium Committee and must be used for the on-going and planned Fairtrade Premium projects or be distributed among the workers within 3 months after decertification or dissolution in accordance with the laws governing the legal body	No	Yes but the clauses are not as per the CC	Yes			<b>1</b>	<b>C</b>
2.1.9	Multi estate, Single plantation	2.1.0.21	All worker members on the FPC are democratically elected by workers.	No		Yes			<b>0</b>	<b>M</b>
2.1.9	Multi estate, Single plantation	2.1.0.22	The election process is in line with the ToR and properly documented.	The election process was not in line with the ToR and is not documented.	The election was carried out but the documentation is not in place to determine if it is in line with the ToR.	The election process is in line with the ToR and properly documented.	RANK 3 AND is carried out in a professional manner with adequate time provided for preparation and is well documented.	RANK 4 AND an independent observer validates the election process.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.9	Multi estate, Single plantation	2.1.0.23	Management advisors are appointed in FPC by management.	No		Yes			<b>0</b>	<b>C</b>
2.1.10	Multi estate, Single plantation	2.1.0.24	The composition of the Fairtrade Premium Committee reflects the composition of the workforce, taking into account gender, work areas, community membership, union membership, and where applicable, migrant, temporary/seasonal and subcontracted workers.	The composition of the FPC does not reflect the composition of the workforce.	The composition of the FPC only reflects some of the different composition of the workforce.	The makeup of the FPC reflects the composition of the workforce.	RANK 3 AND is proportional .	RANK 4 AND representatives are present for those workers who cannot be present at the meetings e.g. seasonal/temporary/migrant.	<b>3</b>	<b>D</b>
2.1.11	Multi estate, Single plantation	2.1.0.25	The FPC meets regularly during working hours.	The FPC has not met in the last year.	The FPC has not met regularly OR meets outside working hours.	The FPC meets regularly.	RANK 3 AND a meeting schedule is planned in advance and agreed with management.		<b>0</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.11	Multi estate, Single plantation	2.1.0.26	Minutes are available for all meetings	No minutes in any form in any meeting OR some minutes taken, but impossible to understand decisions taken OR forfeit minutes.	Decisions are recorded but most minutes are missing OR most minutes can be found but decisions are not recorded or recorded in a incomprehe nsive way OR minutes are not signed.	Most minutes can be found, even in loose sheets AND the decisions are recorded, even if not fully clear and signed.	All minutes are found in book/file(s) and signed, decisions are recorded with total clarity and annexes are included in the book.	RANK 4 AND minutes are registered before local authorities and/or notary public OR other situation considered best practise.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.12	Multi estate, Single plantation	2.1.0.27	(Only applicable from the moment of Fairtrade sales) Information on Fairtrade sales is provided to the FPC to enable it to cross check against the Fairtrade Premium received.	No information on Fairtrade sales is available to the FPC.	Information on fairtrade sales is not up to date OR not provided on a regular basis.	Information on the Fairtrade sales is provided to the FPC.	RANK 3 AND in cases where higher than volume receipts are reported, it is reported to FPC members without delay in between meetings.		0	C
2.1.12	Multi estate, Single plantation	2.1.0.28	The Fairtrade sales information together with the Fairtrade Premium received and the current Fairtrade Premium balance are reflected in the FPC minutes.	Information on Fairtrade sales and Fairtrade Premium received are not minuted.	Information on Fairtrade sales and Fairtrade Premium received are not always minuted.	he Fairtrade sales information together with the Fairtrade Premium received and the current Fairtrade Premium balance are reflected in the minutes.	RANK 3 AND the sales and Fairtrade Premium received are clear, understood and cross checked.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.12	Multi estate, Single plantation	2.1.0.29	The relevant books of the FP account are available to all FPC members and made available to FLOCERT.	The relevant books are not made available.		The relevant books are made available and are understandable.	RANK 3 AND there is an internal audit committee in place.	RANK 4 AND the internal audit committee are active in reporting back to the FPC and the workers.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.13	Multi estate, Single plantation	2.1.0.30	Advisers to the FPC selected by Management regularly attend FPC meetings and assist and support the workers in the administration of the Fairtrade Premium.	The management representative in the FPC are not part of the meetings of FPC.	The management representative in the FPC are frequently absent from the meetings of the FPC OR do not assist and support the workers in the administration of the Fairtrade Premium OR Management representatives lead the process and do not support workers.	The management representative in the FPC are regularly present in meetings and assist and support the workers in the administration of the Fairtrade Premium without leading the process and without imposing their views.	RANK 3 AND the Management advisors demonstrate that while they facilitate, they do not lead the process.	RANK 4 AND management advisors proactively share their experience, knowledge and connections and monitoring risks of favouritism and fraud.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.13	Multi estate, Single plantation	2.1.0.31	Management advisors to the FPC have a non-voting advisory role.	There is evidence that management has exercised its vote in decision about the Fairtrade Premium plan.		There is evidence that management has not voted in the Fairtrade Premium plan approval.	RANK 3 AND this is clearly stated in the meeting minutes.	RANK 4 AND this is clearly mentioned in the FPC ToR	0	C
2.1.13	Multi estate, Single plantation	2.1.0.32	(Only applicable in case there is clear indication that the management has blocked Fairtrade Premium expenditure) Evidence is available that Fairtrade Premium use was blocked by management advisors because the use was illegal, fraudulent, or it had negative structural, financial or social impact on the company.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.14	Multi estate, Single plantation	2.1.0.33	The Fairtrade Premium Committee meets and consults with the workers during working hours according to a schedule approved by management, to understand workers' needs and to discuss project ideas regularly.	FPC never meets with workers to understand their needs and to discuss project ideas AND there is no meeting schedule.	FPC does not meet with workers to understand their needs and to discuss project ideas on a regular basis OR meetings are held outside of working hours OR there is no approved meeting schedule.	Meetings are held regularly during working hours according to an approved plan.	RANK 3 AND the meeting plan ensures that all workers e.g. seasonal, migrant, are included in the consultations and discussions i.e. at different times of the year.	RANK 4 AND meetings are planned so that they are able to effectively capture and understand the needs of all categories of workers.	<b>3</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.14	Multi estate, Single plantation	2.1.0.34	The results of these meetings are recorded.	No minutes in any form in any meeting OR some minutes taken, but impossible to understand decisions taken OR forfeit minutes.	Decisions are recorded but most minutes are missing OR most minutes can be found but decisions are not recorded or recorded in a incomprehe nsive way OR minutes are not signed.	Most minutes can be found, even in loose sheets AND the decisions are recorded, even if not fully clear and signed.	All minutes are found in book/file(s) and signed, decisions are recorded with total clarity and annexes are included in the book.	RANK 4 AND minutes are registered before local authorities and/or notary public OR other situation considered best practise.	<b>3</b>	<b>D</b>
2.1.15	Multi estate, Single plantation	2.1.0.35	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) A yearly Fairtrade Premium plan is prepared after consultation with workers.	The Fairtrade Premium Plan has not been prepared	There is a Fairtrade Premium Plan but workers have not been consulted.	A yearly Fairtrade Premium Plan is prepared after consultation with workers	RANK 3 AND tools have clearly been used to develop the Plan e.g. needs assessment, feasibility studies, cost analysis.		<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.15	Multi estate, Single plantation	2.1.0.36	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) The needs of all the various groups of workers (migrant, seasonal/temporary workers, men, women etc) are taken into account.	The workers have not been consulted and their needs have not been taken into account.	The needs of some groups of workers have not been taken into account.	The needs of all the various groups of workers are taken into account.	RANK 3 AND a clear consultation process is available that demonstrates that all groups of workers have been consulted.		1	C
2.1.15	Multi estate, Single plantation	2.1.0.37	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) The Fairtrade Premium work plan contains a reasonable budget based on expected Fairtrade Premium income and sets priorities for Fairtrade Premium use.	There is no budget.	Budget is incomplete OR not reasonable OR has not set priorities.	Budgets are there for all the projects in the Plan and are reasonably close to expected Fairtrade Premium Income and priorities have been set.	RANK 3 AND priorities or the Fairtrade Premium use have been set in accordance with the most prevalent needs of the workers.		1	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.15	Multi estate, Single plantation	2.1.0.38	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) In the course of the year the plan is adjusted if the Fairtrade Premium earnings are higher/lower than expected.	There is no adjustment of the Plan, even when there is a clear difference in Fairtrade Premium earning compared to the expectations.		The adjustment is appropriately done to reflect the change in Fairtrade Premium earning.			<b>1</b>	<b>C</b>
2.1.15	Multi estate, Single plantation	2.1.0.39	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) Each project in the Fairtrade Premium Plan has descriptions that include: <ul style="list-style-type: none"> <li>• Purpose and objectives;</li> <li>• Target group(s)/beneficiaries (e.g. men, women or all workers, migrant and temporary workers, family members; community);</li> <li>• Activities:</li> <li>• Roles and responsibilities:</li> <li>• Project budget (total / annual);</li> <li>• Project start and end date;</li> <li>• How the project will be monitored;</li> <li>• Date of approval of project by GA.</li> </ul>	There are no project descriptions in the Fairtrade Premium Plan (FPP).	The project descriptions in the FPP do not include all the specified criteria.	The project descriptions in the FPP include all the specified criteria.	The project descriptions are clear and concise and easy to understand.		<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.16	Multi estate, Single plantation	2.1.0.40	A General Assembly of Workers is held at least once every year and is lead by the FPC.	No annual General Assembly was held in the year.	The annual General Assembly was postponed into the following year for reasons that are more than technically reasonable OR there was a General Assembly with insufficient quorum (invalid General Assembly).	The annual General Assembly took place (even if not recorded/poorly called or recorded) OR postponed for understandable reasons.	The annual General Assemblies took place fully in line with the ToR	The annual General Assemblies took place fully in line with the ToR AND the General Assembly is given plenty of time to discuss all matters.	<b>1</b>	<b>M</b>
2.1.16	Multi estate, Single plantation	2.1.0.41	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) The Fairtrade Premium Plan is democratically approved by the General Assembly of workers.	No		Yes		RANK 3 AND sufficient time is allotted for discussion on each agenda.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.16	Multi estate, Single plantation	2.1.0.42	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) The Fairtrade Premium Report (2.1.18) is presented at the General Assembly of workers.	No		Yes			<b>1</b>	<b>C</b>
2.1.16	Multi estate, Single plantation	2.1.0.43	The proceedings of the GA are minuted and signed by at least a worker member of FPC and a Management Advisor and there is a register of attendance.	No minutes in any form in any meeting OR some minutes taken, but impossible to understand decisions taken OR forfeit minutes.	Decisions are recorded but most minutes are missing OR most minutes can be found but decisions are not recorded or recorded in a incomprehe nsive way OR minutes are not signed.	Most minutes can be found, even in loose sheets AND the decisions are recorded, even if not fully clear and signed.	All minutes are found in book/file(s) and signed, decisions are recorded with total clarity and annexes are included in the book.	RANK 4 AND minutes are registered before local authorities and/or notary public OR other situation considered best practise.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.17	Multi estate, Single plantation	2.1.0.44	A documented risk assessment is undertaken for all major projects and reported on at the GA. Major projects include: any cash distribution of Premium; any loan to management any investment that is more than 50% of total annual Premium income or exceeds 15,000 EUR (or equivalent in local currency), whichever is lower.	Risk assessments have not been undertaken.	The risk assessment is not as per the minimum requirement set in the FPC explanatory document and/or some major projects do not have a risk assessment done OR risk assessment has not been documented.	The risk assessment is done as per the minimum requirement set in the FPC explanatory document AND includes all major project and Fairtrade Premium cash distribution.	RANK 3 AND those who have undertaken the risk assessment have undergone training on conducting risk assessment.	RANK 3 AND independent third party have been used to undertake the risk assessment.	<b>1</b>	<b>C</b>
2.1.17	Multi estate, Single plantation	2.1.0.45	All loans and investments are carried out with all necessary formalities and guarantees.	No		Yes			<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.18	Multi estate, Single plantation	2.1.0.46	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) The FPC makes available to all workers an annual report with information on its activities and the progress of existing Fairtrade Premium projects, including the following information: <ul style="list-style-type: none"> <li>• Details on overall Fairtrade Premium income received, expenditures and balance;</li> <li>• A description of each project that is planned, on-going concluded within the last reporting cycle;</li> <li>• If the activities were carried out. Reason if not.</li> <li>• When were they carried out?</li> <li>• At what cost?</li> <li>• Was the objective achieved or are any further actions needed?</li> </ul>	There is no annual FPC report.	The annual report does not include all of the required details.	The annual report includes all the required details.	The report is able to demonstrate that the FPC are monitoring the projects on a regular basis.	RANK 4 AND the report goes beyond the required details and is a comprehensive document with detailed information on projects and their implementation, including photos.	<b>1</b>	<b>C</b>
2.1.19	Multi estate, Single plantation	2.1.0.47	The Fairtrade Premium benefits workers, their families and their communities.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.18	Multi estate, Single plantation	2.1.0.48	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) The administration and use of the Fairtrade Premium of the FPC(s) are transparent and coherent.	There is no transparent administration and no records OR these are not understandable OR records are incorrect with the purpose of misguiding workers.	There are records of income and expenditures but it is not possible to identify/separate those that are related to Fairtrade Premium OR unintentional mistakes >1%	Any system that allows tracking income and expenditure and identify Fairtrade Premium but unintentional mistakes <1% found.	There are at least records of income and expenditures, identifying those related to Fairtrade Premium AND no mistakes.	Up to date accounting system, possible to track Fairtrade Premium AND no mistakes.	<b>0</b>	<b>M</b>
2.1.17	Multi estate, Single plantation	2.1.0.49	(Only applicable from the moment of Fairtrade sales and receipt of Fairtrade Premium) There is no evidence of misuse in the management of the Fairtrade Premium.	No		Yes			<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.19	Multi estate, Single plantation	2.1.0.50	<p>The Fairtrade Premium is not used for the following</p> <ul style="list-style-type: none"> <li>• To meet any expenditure the company is legally responsible for (e.g. health and safety requirements);</li> <li>• To replace existing social and environmental expenditures of the company</li> <li>• To cover the running costs of the company;</li> <li>• For costs of compliance with the requirements of this Standard or associated Fairtrade product Standards unless stated differently;</li> <li>• To be involved in any activity which is illegal, fraudulent, or could jeopardize the business or certification of the company or have a demonstrable negative structural, financial or social impact on the company;</li> <li>• As salary supplements to individual workers;</li> </ul>	No		Yes			<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.1.20	Multi estate, Single plantation	2.1.0.51	(Only applicable where Fairtrade Premium has been or will be distributed in cash) Cash is distributed equitably amongst all workers as a Fairtrade bonus.	There is a clear indication that the decision was taken to exclude one specific group of workers from the benefits of the Fairtrade Premium.	The Fairtrade Premium benefits for different types of workers is not respecting equity.	Yes			0	C
2.1.20	Multi estate, Single plantation	2.1.0.52	(Only applicable where Fairtrade Premium has been or will be distributed in cash) The cash distributed is not more than 20% of the Fairtrade Premium received during the previous year (the year should be defined by the FPC in advance).	No		Yes			0	C
2.1.20	Multi estate, Single plantation	2.1.0.53	(Only applicable where Fairtrade Premium has been or will be distributed in cash) The FPC has consulted with the trade union/workers' representatives to ensure that the collective bargaining process is not undermined.	No		Yes			0	C
2.1.20	Multi estate, Single plantation	2.1.0.54	In case more than 20% of the Fairtrade Premium is distributed in cash, an exception has been granted by FLOCERT prior to distribution.	No		Yes			0	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 2.1.1	Single plantation	2.1.0.55	(Sportsballs) If workers, including subcontracted workers, need to attend Fairtrade Premium Committee (FPC) meetings, their travel costs and other PFC related expenditures are reimbursed and lost income is compensated.	No		Yes			0	C
Sports Balls 2.1.2	Single plantation	2.1.0.56	(Sportsballs) When choosing a venue for Fairtrade Premium Committee (FPC) meetings, the needs of workers, including female workers, whose work is based away from factories and who would have difficulty travelling are taken into account.	No		Yes			0	C
Fresh Vegetables 2.1.1	Multi estate, Single plantation	2.1.0.74	(Vegetables) (Only applicable for Hired Labour companies in Latin America and the Caribbean) (Only applies if migrant workers make up more than 25% of the entire workforce, including seasonal employees) The company has carried out a needs assessment of the home community most migrant workers come from.	The need assessment has not been carried out or documented.	It does not contain the necessary information.	The need assessment is done and documented with inputs of the home community.	The needs assessment covers all requirements and identifies ways of improving working conditions AND there is a process to involve the community on this identification.	RANK 4 AND best practice in terms of obtaining information: data from home community.	1	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Fresh fruit 2.1.1	Multi estate, Single plantation	2.1.0.76	<p>(Fresh fruit, incl. Banana) (Applicable to all other fresh fruits as of 01/01/2019) You send a report about Premium use for every new or ongoing Fairtrade Premium project to Fairtrade International (for bananas to bananas@fairtrade.net; for all other fresh fruit to freshfruit@fairtrade.net). The report is sent at least once a year and latest one month after the general assembly organized by the Fairtrade Premium Committee, The report provides at least the following information:</p> <p>a) Report for projects in planning phase and ongoing projects:</p> <ul style="list-style-type: none"> <li>•Name and description of project (purpose and objectives; project partners)</li> <li>•Target group(s) (e.g. men-women or all workers of the company; migrant workers; family members; community)</li> <li>• Project progress / status</li> <li>•Estimated number of beneficiaries within each target group</li> <li>•Project budget (total / annual) Premium invested up to date for ongoing projects</li> <li>•Project start and end date</li> <li>•Date of approval of project and who approved it</li> </ul> <p>c) Final report for finished projects, in addition to information under a) above:</p> <ul style="list-style-type: none"> <li>•Target group(s) and number of beneficiaries reached</li> <li>•Total budget spent</li> </ul>	There is no report on Fairtrade Premium use.	The report does not have at least one of the details as per this CC.	The report is complete and submitted to Fairtrade International on time.	RANK 3 AND reported is submitted more than once a year.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
			<ul style="list-style-type: none"> <li>•Evaluation whether, to what extent and why the purpose and the objectives have been achieved, and what can be learnt from the project</li> <li>•Date of approval of final project report and who approved it</li> </ul>							
Tea 2.1.4	Multi estate, Single plantation	2.1.0.77	(Tea) (Only applicable for conventional teas from the camellia plant made using the CTC production method and to "fannings" and "dust" made using the orthodox production method) The Fairtrade Premium is split as follows: 80 % for the Fairtrade Premium Committee and 20 % for the tea estate as sustainability margin. You either clearly split the invoicing of the Fairtrade Premium or the FPC transfers 20 % as sustainability margin to the estate.	No		Yes			1	C
Tea 2.1.4	Multi estate, Single plantation	2.1.0.78	(Tea) (Only applicable for conventional teas from the camellia plant made using the CTC production method and to "fannings" and "dust" made using the orthodox production method) You have used the sustainability margin to support improvements in working conditions as part of the ongoing certification and compliance with Fairtrade Standards.	No		Yes			1	C
FLOCERT requirement	Multi estate, Single plantation	2.1.0.79	(Only applicable if Fairtrade Premium receipts were above 30,000 EURO/USD (premium currency) in the last financial year) You contract a financial audit company to audit your FPC accounts based on the use decided in the General Assembly.	No		Yes			1	C
		<b>2.2</b>	<b>Capacity Building</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.2.1	Multi estate, Single plantation	2.2.0.01	All levels of the company have been introduced to and understand the Fairtrade concept and system.	No actions have been taken.	The implications of Fairtrade for the company's operations (e.g. time needed for meetings during working hours) has not been understood.	All levels of the company know and understand the Fairtrade concept AND its implications for the company's operations.		RANK 3 AND it is integrated into company procedures.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.2.1	Multi estate, Single plantation	2.2.0.02	<p>Awareness raising is carried out regularly and includes in particular:</p> <ul style="list-style-type: none"> <li>• The benefits of the Fairtrade Premium;</li> <li>• The different functions, duties and positions of the Fairtrade Premium Committee, other Fairtrade related committees, and trade union/elected worker representatives.</li> </ul>	No awareness raising is carried out.	<p>Awareness raising has not been carried out in the last year OR workers are not aware about</p> <ul style="list-style-type: none"> <li>• The benefits of the Fairtrade Premium;</li> <li>• The different functions, duties and positions of the Fairtrade Premium Committee, other Fairtrade related committees , and elected worker</li> </ul>	<p>Awareness raising has been carried out regularly AND the majority of workers understand Fairtrade benefits and structures.</p>	<p>Awareness raising on different topics are carried out at least every 6 months and included in the induction training for new workers.</p>	All levels within the company are clearly aware.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
					representati ves.					
2.2.2	Multi estate, Single plantation	2.2.0.03	Your company explains workers the purpose of the Fairtrade Premium (requirement 2.1.19) and the role of the FPC before the workers are given the opportunity to nominate their worker members for election.	No		Yes			<b>0</b>	<b>C</b>
2.2.3	Multi estate, Single plantation	2.2.0.04	Training for Fairtrade Premium Committee worker members is provided in order to ensure that they can carry out their functions.	No		Yes			<b>0</b>	<b>C</b>
2.2.3	Multi estate, Single plantation	2.2.0.05	This training takes place partly during work time and is repeated for each newly elected or appointed representative.	No		Yes			<b>0</b>	<b>C</b>
2.2.3	Multi estate, Single plantation	2.2.0.06	Annual training for Fairtrade Premium Committee worker members on participatory project planning and financial management takes place partly during work time.	There is no training for FPC.	Training is not adequate OR does not take place during working hours.	Yes	RANK 3 AND the frequency of the training is more than once a year.	RANK 4 AND trainings on additional subjects are included for the FPC.	<b>3</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.2.4	Multi estate, Single plantation	2.2.0.07	Annual training for elected worker representatives on labour legislation and negotiation skills takes place during working hours.	No	Training is not adequate OR does not take place during working hours.	Yes	RANK 3 AND the frequency of the training is more than one in one year.	RANK 4 AND training is provided by Fairtrade International or other relevant external organizations such as trade unions.	<b>3</b>	<b>D</b>
2.2.4	Multi estate, Single plantation	2.2.0.08	Annual records of information on topics, time, duration, names of attendees and trainers for all training activities are available.	Training records are not available.	Records are available but incomplete.	Yes			<b>3</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.2.5	Multi estate, Single plantation	2.2.0.09	The company has provided opportunities to workers and staff to develop their skills and qualifications. If not, convincing reasons are provided.	No opportunities have been provided for workers and staff to develop their skills and qualifications and there are no convincing reasons provided.		The company has provided opportunities to workers and staff to develop their skills and qualifications.	RANK 3 AND there is a policy in place to address the development of skills and qualification .	RANK 4 AND there is a programme in place that actively addresses support to improve worker and staff skills development and qualifications.	<b>3</b>	<b>D</b>
2.2.6	Multi estate, Single plantation	2.2.0.10	Special attention is given to the empowerment of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.	Women are not empowered or assisted to be empowered .	Policy is there but there is no action.	Special attention is given to the empowerment of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.	RANK 3 AND there is evidence that women have been empowered within the company.	RANK 4 AND women have been employed in key positions.	<b>3</b>	<b>D</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.2.7	Multi estate, Single plantation	2.2.0.11	Specific programmes have been planned and implemented to achieve equity in the workplace; they specifically address the employment and promotion of suitably qualified people from disadvantaged and minority groups.	No	Programmes have been planned but not implemented.	At least one of the actions have been addressed in a programme OR there are demonstrable actions that prove that some of these activities have been carried out by the company.	Systematic Programmes (e.g. based on a study on the status of equity in the workplace to identify disadvantaged and minority groups) have been implemented and include amongst others, following activities: education and professional training for women or other disadvantaged people or minority groups, in order to	RANK 4 AND an impact assessment study has been done on the programmes.	<b>3</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
							qualify them to take up more advanced positions; policies and practices to ensure that barriers are eliminated; appropriate representation of all groups in the workforce at all levels.			

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.2.8	Multi estate, Single plantation	2.2.0.12	Access to primary education is ensured for children of all permanent resident workers.	Access to Primary education is not provided.	Facilities are available but grossly inadequate to provide for all the children of permanent resident workers OR schools are far and transport is not provided.	Yes	RANK 3 AND the company actively encourages primary education for its workers' children.	RANK 4 AND the company actively provides support towards the primary education of its workers' children e.g. employment of teachers, provision of transport, contributions to classrooms etc.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
2.2.9	Multi estate, Single plantation	2.2.0.13	Measures are implemented to improve the education of all workers' children, including children of migrant and temporary/seasonal workers.	No	Though facilities are provided, the company has not made proactive measures to ensure it is being used or the facilities are grossly inadequate.	Yes	RANK 3 AND the company has proof of support to education facilities.	RANK 4 AND the company can demonstrate that the measures it has put in place have had a positive effect on the education of all workers' children.	<b>3</b>	<b>D</b>
2.2.10	Multi estate, Single plantation	2.2.0.14	Support is provided for crèche facilities for the workers' children either inside or outside the premises.	No		Yes			<b>6</b>	<b>D</b>
Sports Balls 3.5.3	Single plantation	2.2.0.15	(Sportsballs) Management ensures that access to childcare facilities will be provided to all workers, including workers in subcontracted units where required.	No		Yes			<b>3</b>	<b>C</b>
		<b>3</b>	<b>Labour Conditions</b>							
		<b>3.1</b>	<b>Freedom from Discrimination</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.1.1	Multi estate, Single plantation	3.1.0.01	There is no discrimination, support or toleration of discrimination on the basis of race, colour, gender, sexual orientation, disability, marital status, HIV/AIDS status, age, religion, political opinion, union or workers' representative bodies, national extraction or social origin, or any other condition in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement, general treatment in the workplace or other activities.	There is evidence of discrimination and the company has not acted to stop it.	There is evidence of discrimination and the company's actions are not adequate in removing it.	There is no discrimination or the company has taken adequate measures to stop it	RANK 3 AND the company has a policy and programme to prevent discrimination	RANK 4 AND company has in place policies and programme to monitor discrimination and actions (positive discrimination) to correct historic or culturally discriminated sections of workers.	<b>0</b>	<b>M</b>
Flowers 3.1.1	Multi estate, Single plantation	3.1.0.02	(Flowers) There is no termination of employment of a woman related to pregnancy, birth of a child and consequences of nursing.	No		Yes			<b>0</b>	<b>C</b>
3.1.2	Multi estate, Single plantation	3.1.0.11	Workers are not tested for pregnancy, HIV/AIDS or genetic disorders during recruitment.	Tests are requested.	No tests but questions are asked that lead to discrimination in recruitment.	No policy but no indications of test or questions during recruitment.	There is a clear policy forbidding this.	There is a clear policy forbidding this and the QMS controls this.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.1.3	Multi estate, Single plantation	3.1.0.12	Management does not directly or indirectly engage in, support or tolerate the use of corporal punishment, mental or physical coercion, bullying, harassment or abuse of any kind.	There is evidence of such practices.		There is no indication of these practices	RANK 3 AND the company has a policy and programme against these practices.	RANK 4 AND the company is active in implementing the policy.	<b>0</b>	<b>M</b>
3.1.4	Multi estate, Single plantation	3.1.0.13	A policy that is in line with the principle of non-discrimination and clearly outlines fair and appropriate disciplinary measures is present and implemented.	There is no such policy.	There is a policy, but it is either discriminatory or not implemented	A policy that is in line with the principle of non-discrimination and clearly outlines fair and appropriate disciplinary measures is present and implemented AND there is evidence that the policy is followed.	The policy is translated in local languages and posted on notice boards.	Records exist for trainings given to workers about the policy.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.1.4	Multi estate, Single plantation	3.1.0.14	All workers have been made aware of this policy.	The workers are not aware of the policy.	There is a written policy but workers are not aware of the policy OR policy is not followed in practice.	All workers are aware of the policy.	The policy is translated in local languages and posted on notice boards.	Records exist for trainings given to workers about the policy.	<b>0</b>	<b>C</b>
3.1.5	Multi estate, Single plantation	3.1.0.15	The company (including workers and management) does not directly or indirectly tolerate behaviour, including gestures, language, and physical contact that is sexually intimidating, abusive or exploitative.	No		Yes	RANK 3 AND procedures with proper structure is in place to report and take action in case of any such instances happening in the company.		<b>0</b>	<b>M</b>
3.1.6	Multi estate, Single plantation	3.1.0.16	The company has established and implemented a policy that clearly prohibits sexual harassment (see CC 3.5.0.75 on procedure for grievances about sexual harassment).	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.1.6	Multi estate, Single plantation	3.1.0.17	Workers are aware of this policy and its contents.	The workers are not aware of the policy.	There is a written policy but workers are not aware of the policy OR policy is not followed in practice OR workers are not able to use their rights to oppose sexual harassment	All workers are aware of the policy.	The policy is translated in local languages and posted on notice boards.	Records exist for trainings given to workers about the policy AND there are structures in place for reporting sexual harassment	<b>0</b>	<b>C</b>
3.1.7	Multi estate, Single plantation	3.1.0.18	Workers are not disciplined, dismissed or discriminated against in any way for using any grievance procedure.	No		Yes			<b>0</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.1.8	Multi estate, Single plantation	3.1.0.19	There are records of all terminated contracts that give reasons for termination and indicate if the worker is a member of a trade union or an elected worker representative.	There are no records.	Reasons are given for terminations but there is no indication if member of a trade unions or an elected worker representative.	There are complete records of all terminated contracts.			<b>3</b>	<b>C</b>
Flowers 3.1.2	Multi estate, Single plantation	3.1.0.20	(Flowers) Your company trains workers and management on a policy that clearly prohibits sexual harassment. Records are kept of these training activities indicating information on topics, time, duration, names of attendees and trainers.	The company is not aware of this requirement.	There are no records and workers do not show knowledge about the policy.	Records are not complete BUT workers and management show enough knowledge about the policy.	Records are complete and workers and management show knowledge about the policy.	RANK 4 AND workers acknowledge the positive effects of the policy on prohibiting sexual harassment.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Standard Reference to National Legislation	Multi estate, Single plantation	3.1.0.21	(Dominican Republic) (Applicable as of Nov. 2018) (Applicable if you choose not to support the documentation process of existing migrant workers) You ensure prolonged safety of the workers by arranging for the worker to meet with local trade unions or human rights organizations so that he/she can ask for assistance and guidance. You document this process by developing a procedure and keeping records of each case.	There is no procedure in place.	There is a procedure but it is not implemented.	The company has a written procedure in place that clearly explains what needs to be done once an migrant worker leaves or the company seeks further support from local expert rights-based organizations.	=Rank 3 and the company has built and strengthened its capacity to understand the harm and danger faced by migrant workers.	There are documented and implemented procedures that include safe withdrawal and key safeguarding principles.	<b>0</b>	<b>C</b>
		<b>3.2</b>	<b>Freedom from Forced and Compulsory Labour</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.2.1	Multi estate, Single plantation	3.2.0.01	The company does not directly or indirectly engage in, support or tolerate forced labour, including bonded or involuntary prison labour. You have explained this to all workers.	There is evidence of use of, support or toleration of forced labour.		There is no indication of use of, support or toleration of forced labour AND workers are aware of the ban of such practices.	RANK 3 AND there is a clear policy in place to avoid this.	RANK 4 AND the policy is communicated and understood.	<b>0</b>	<b>M</b>
3.2.2	Multi estate, Single plantation	3.2.0.02	Employment of a worker or an offer of housing is not conditional on the employment of their spouse. Spouses have the right to work elsewhere.	The company obliges workers' family to work (directly or via benefits such as housing).	The company prioritises housing for families with more than one member employed for the organisation.	Organisation does not inform but there are no indications of this taken place.		Organisation makes all workers aware (especially those living in farm) about their right to work elsewhere.	<b>0</b>	<b>C</b>
		<b>3.3</b>	<b>Child Labour and Child protection</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.3.1	Multi estate, Single plantation	3.3.0.01	The company does not employ children under the age of 15 or under the age defined by local law, whichever is higher.	There are indications of this being common.	There are indications of this happening on rare occasions but the company took no actions OR children of workers work in companies fields.	The auditor found no indication (through workers' and employers interviews, and local knowledge) that this is present OR if there are indications of rare cases the company can demonstrate it took action.	There is a written policy that is made known to workers that ensures that children attend school.	RANK 4 AND has Quality Management System that controls this at worker level.	<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.3.2	Multi estate, Single plantation	3.3.0.02	The company does not directly or indirectly submit workers less than 18 years of age to any type of work which puts their health, safety or morals and their school attendance at risk.	There are indications of non-suitable work being common.	There are indications that, on rare occasions, workers less than 18 perform non-suitable work and the company took no actions.	The auditor found no indication (through workers' and employers interviews, and local knowledge) that this is present OR if there are indications of rare cases the company can demonstrate it took action.	RANK 3 AND the organisation has an awareness raising programme for workers that identifies suitable work.	RANK 4 AND QMS that controls this at worker level.	<b>0</b>	<b>M</b>
3.3.3	Multi estate, Single plantation	3.3.0.03	The company has established and implemented a Child Labour Policy, including, a clear statement against child labour and a clear commitment to adopting a child rights' approach to protecting and remediating impacted children.	No policy is in place.	There is a policy but it is not followed in practice.	There is a policy in place lacks some clarity OR process slightly differs from its description.	There is a policy in place and followed but not all workers are aware of it.	All workers are aware of the policy and records are kept.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 3.3.1	Single plantation	3.3.0.08	(Sportsballs) Children are not permitted to carry out any type of work, regardless of length of time.	No		Yes			0	M
3.3.4	Multi estate, Single plantation	3.3.0.09	(Only applicable if in the past the company has employed children under 15 years for any type of work, or children under 18 years were engaged in dangerous and exploitative work) The company has a register of all such workers with their names, age and type of work.	No		Yes			0	C
3.3.4	Multi estate, Single plantation	3.3.0.10	(Only applicable if in the past the company has employed children under 15 years for any type of work, or children under 18 years were engaged in dangerous and exploitative work) The company ensures that those children do not enter or are at risk of entering into even worse forms of labour, including hazardous work, slave-like practices, recruitment into armed conflict, sex work, trafficking for labour purposes, and/or illicit activities.	The company is unaware of current situation of children employed in the past by the company itself.	The company took no remedial actions and is unaware of current situation of children employed in the past by its plantations.	The company can provide details of all children working in the past and their current safe situation.	The company had a general programme to support families AND can provide details of all children working in the past and their current safe situation.	The company developed a child rights based remediation policy and program in partnership with a governmental or international organisation AND its plantations are trained on child rights methodologies	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.3.4	Multi estate, Single plantation	3.3.0.11	(Only applicable if in the past the company has employed children under 15 years for any type of work, or children under 18 years were engaged in dangerous and exploitative work) The company has developed a rights based remediation policy and program within a UN Convention on the Rights of the Child (CRC) protective framework that covers how to withdraw the children and how to prevent that they enter into worse forms of labour. This program should include remediation projects to ensure the immediate and continued protection of children.	No remediation policy and programme as per this CC is in place	The remediation policy and programme is not complete as per this CC OR not in line with an UN CRC protective framework	The remediation policy and programme is in place and is adequate and is implemented	RANK 3 AND these projects include expert partner organizations, preferably local.	The organization developed a child rights based remediation policy and program in partnership with a governmental or international organization AND its plantations are trained on child rights methodologies	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.3.5	Multi estate, Single plantation	3.3.0.12	The company has carried out a risk assessment on the prevalence of child labour.	Risk assessment has not been carried out.	Identification of possible risks has important shortcomings, failing to identify required details OR identification of risks is not documented.	Risk assessment carried out that includes all required details.	Risk assessment carried out based on consultation with workers and community.	RANK 4 AND the QMS updates this assessment regularly.	<b>3</b>	<b>D</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.3.5	Multi estate, Single plantation	3.3.0.13	(Only applicable if a risk of child labour is identified) The company has implemented relevant procedures to prevent children below the age of 15 from being employed for any work and children below the age of 18 from being employed in dangerous and exploitative work.	The company does not have any relevant procedures to prevent child labour.		Relevant procedures are in place and includes keeping records of all workers stating their age, gender, identification papers, migratory status and other relevant data.	Rank 3 and implemented a youth inclusive community based monitoring and remediation on child labour on an on-going basis. This would include: <ul style="list-style-type: none"> <li>• Identifying children in or at risk of being employed in child labour;</li> <li>• Reporting on the status of the identified children on a regular basis;</li> <li>• Measuring the progress made in</li> </ul>		<b>3</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
							safely withdrawing and preventing children from being engaged in child labour; • Avoiding that children withdrawn from labour situations are substituted by other children.			
		3.4	Freedom of Association and Collective Bargaining							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.1	Multi estate, Single plantation	3.4.0.01	The company does not punish, threaten, intimidate, harass or bribe union members or representatives, nor discriminate against workers for their past or present union membership or activities.	There is discrimination and the company does not comply with Standard requirement .	There evidence of discrimination by management and the company is not effectively controlling this.	There have been cases of discrimination by management but the company took successful actions.	There are no cases of any kind of discrimination.	The company has a training/awareness programme to prevent discrimination AND there are no cases of any kind of discrimination.	<b>0</b>	<b>M</b>
3.4.1	Multi estate, Single plantation	3.4.0.02	The company does not base their hiring on not joining or giving up union membership.	No		Yes			<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.2	Multi estate, Single plantation	3.4.0.03	The company respects the rights of workers to form or join unions.	This is not ensured in any way.	There is a written statement but it is not known to the workers OR not implemented.	There is a written statement made public to workers, even if some workers do not know it, OR, there is no written statement but it is implemented and most workers are aware.	Rank 3 AND all workers are aware.	Rank 4 AND the organisation actively encourages workers to form or join unions.	<b>0</b>	<b>M</b>
3.4.2	Multi estate, Single plantation	3.4.0.04	The company respects the right of workers to bargain collectively in practice.	No		Yes			<b>0</b>	<b>M</b>
3.4.2	Multi estate, Single plantation	3.4.0.05	The company does not engage in any acts of anti-union discrimination or in any acts of interference.	No		Yes			<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.2	Multi estate, Single plantation	3.4.0.06	The company does not deny access rights for trade unions.	There is evidence of threats or intimidation of workers by management for union association.		There is evidence that access for unions is allowed.	RANK 3 AND the company bargains with unions in good faith.		0	C
3.4.2	Multi estate, Single plantation	3.4.0.07	(Only applicable if Fairtrade International has designated local points of contact) The company informs the workforce about the local point of contact and posts relevant contact information in the workplace for workers to see and understand, if no legally recognized collective bargaining agreement is in place.	There is no information on display OR workers claim signs are not permanently displayed.	Information displayed is incomplete or outdated.	Up to date and complete information is displayed.	Workers can demonstrate that they are aware of the local point of contact and its function.		0	C
3.4.2	Multi estate, Single plantation	3.4.0.08	The company has not opposed any of these rights in the last 2 years prior to application for certification, unless there is proof that the circumstances have changed.	The company has opposed to rights of freedom of association and/or collective bargaining		The company has not opposed to these rights in the last two years OR if it has, there is proof that the circumstances have changed.	The company has never opposed to these rights.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.3	Multi estate, Single plantation	3.4.0.09	The company has signed the Freedom of Association protocol provided by Fairtrade International in Annex 3 to the Hired Labour Standard.	No		Yes			0	C
3.4.3	Multi estate, Single plantation	3.4.0.10	(Only applicable if the ownership or senior management of a company changes) The FoA protocol is signed by the new owners / management within 3 months.	No		Yes			0	C
3.4.4	Multi estate, Single plantation	3.4.0.11	The Workers' Right to Unionise Guarantee', which is included in the Freedom of Association protocol, has been communicated to workers by having it translated at least into the appropriate languages and by having it displayed publically in the workplace.	The company has not communicated the FoA to the workers.	The company has communicated the FoA in language that is not understood by majority of the workforce.	Yes	RANK 3 AND there is documented evidence of having communicated verbally to all the workforce in a language understood by the workers.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.5	Multi estate, Single plantation	3.4.0.12	Whether there is a trade union in presence or not, your company allows representatives of trade union organizations that represent workers in the sector or region to meet with workers on company premises in order to communicate about unionisation and/or to carry out their representative functions at an agreed time and place. Workers may also choose to meet with these trade union representatives at any other location.	Managem ent does not allow these meetings.	Managem ent allows these meetings but interfere by being present / sending observers/ noting down attendants/ or any other coercive measure.	Managem ent allows such meetings outside working hours and provide space for this.	Managem ent allows such meetings and provide reasonable resources, including paid working time, for this.	Managem ent actively encourage workers to meet and provide reasonable resources, including paid working time, for this.	<b>0</b>	<b>C</b>
3.4.5	Multi estate, Single plantation	3.4.0.13	Times and locations of these agreed meetings are reasonable.	No		Yes			<b>0</b>	<b>C</b>
3.4.5	Multi estate, Single plantation	3.4.0.14	Management does not interfere in any way with, nor conduct any surveillance of these meetings.	Do interfere actively.	Are present during meetings, but do not actively interfere.	Are present during meetings at request of TU/Workers and do not interfere OR are not present.		Are not present and provide a conducive environmen t for the meetings.	<b>0</b>	<b>C</b>
3.4.5	Multi estate, Single plantation	3.4.0.15	(Only applicable where workers are not included in a collective bargaining relationship) There is explicit proof provided that no intimidation or coercion was involved in this decision.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.6	Multi estate, Single plantation	3.4.0.16	There is a form of democratically elected and independent workers' organization established to represent workers in the company and negotiate with management.	There is no form of workers organization .	There is a workers organization but it has not been democratically elected OR it is not independent OR it does not fulfill its tasks.	Yes	There is a recognized trade union and is active in the sector and in the plantation/c company.	The company provides its support for Union activities to take place AND the company bargains with unions in good faith.	<b>0</b>	<b>M</b>
3.4.6	Multi estate, Single plantation	3.4.0.17	Workers are allowed to take the initiative themselves and are allowed to organize independently of management.	Management opposes creation of a workers' organization.	Management puts obstacles in the way of workers organizing themselves' .	Management allows workers to organize.	Management allows such meetings and provide reasonable resources, including paid working time, for this.	Management actively encourage workers to meet and provide reasonable resources, including paid working time, for this.	<b>0</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.6	Multi estate, Single plantation	3.4.0.18	Management provides the opportunity for workers to organize themselves.	Management opposes creation of a workers' organization.	Management puts obstacles in the way of workers organizing themselves'	Management allows workers to organize.	Management allows such meetings and provide reasonable resources, including paid working time, for this.	Management actively encourage workers to meet and provide reasonable resources, including paid working time, for this.	0	C
3.4.6	Multi estate, Single plantation	3.4.0.19	Management does not interfere in the process nor directly or indirectly conduct elections related to the formation, recognition or governance of workers organization.	No		Yes			0	C
3.4.6	Multi estate, Single plantation	3.4.0.20	The company respects the self-organization of workers by engaging with representatives of these organizations through regular dialogue.	No		Yes			0	C
3.4.7	Multi estate, Single plantation	3.4.0.22	The company does not interfere in any way with the freedom of association by controlling or obstructing trade unions or elected worker representatives or supporting one workers' organization over another.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.8	Multi estate, Single plantation	3.4.0.23	The company ensures that trade union/elected worker representatives have access to all workers in the workplace during working time without interference or the presence of management representatives and at agreed times, on average every three months.	No		Yes	RANK 3 AND the company has pro-active programme for the elected worker representatives to access all workers on average at least one meeting every three months during working time without interference or presence of management representatives.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.9	Multi estate, Single plantation	3.4.0.24	The company ensures that elected worker representatives can meet among themselves during regular working hours, at least once a month for one hour.	No		Yes	RANK 3 AND the company has pro-active programme for the elected worker representati ves to meet among themselves during regular working hours, at least once a month for one hour.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.8	Multi estate, Single plantation	3.4.0.25	The company ensures that elected worker representatives meet with representatives of senior management during working hours at least once every 3 months.	No		Yes	RANK 3 AND the company has a pro active programme for the elected worker representati ves to meet senior manageme nt representati ves at least once every 3 months.		0	C
3.4.8	Multi estate, Single plantation	3.4.0.26	Meetings between elected worker representatives and representatives of senior management are scheduled on a regular basis and are documented.	No		Yes			0	C
3.4.9	Multi estate, Single plantation	3.4.0.27	Results of the meetings of worker representatives with senior management are signed and documented following the meeting.	No		Yes			0	C
3.4.10	Multi estate, Single plantation	3.4.0.28	(Only applicable in countries where a Collective Bargaining Agreement (CBA) is agreed for the sector in which The company does business) The company has signed and adheres to this agreement.	No		Yes			1	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.10	Multi estate, Single plantation	3.4.0.29	(Only applicable in countries where a Collective Bargaining Agreement (CBA) is agreed for the sector in which the company does business and the company has a separate CBA at the company level) The company level CBA agreements do not provide lesser terms and conditions than the sector-wide CBA agreement.	No		Yes			<b>1</b>	<b>C</b>
3.4.11	Multi estate, Single plantation	3.4.0.30	(Only applicable if there is no CBA in place) The company proactively engages in a process of negotiations with a recognized trade union or with legally authorised worker representatives to enter into a collective agreement.	No	The negotiations held are not with legally authorized worker representatives or recognized trade unions.	Yes	The company accepts reasonable times and venues for bargaining, participate in meetings, give serious consideration and a response to proposals, and provide reasons for its responses.	The company makes every reasonable attempt to reach agreement.	<b>1</b>	<b>C</b>
3.4.11	Multi estate, Single plantation	3.4.0.31	(Only applicable if there is no CBA in place) The company has not refused any genuine opportunity to bargain collectively with workers.	No		Yes			<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.11	Multi estate, Single plantation	3.4.0.32	<p>(Only applicable in cases where workers have freely and specifically decided to not form or join a trade union and are not otherwise legally authorized to collectively bargain)</p> <p>(Not applicable if there are no unions active in the sector/region or the workers have joined unions that can take part in CBA) The company has not used any intimidation or coercion to make workers take this decision (see 3.4.4). The decision is not the result of any vote in which management was in any way involved.</p>	No		Yes		<p>If no union is present, management and the elected workers' representatives can begin a dialogue with the national union federation(s) for the respective sector and the Global Union Federation (or appropriate International Trade secretariat) about improvement of the workers' representation and implementi</p>	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.4.11	Multi estate, Single plantation	3.4.0.33	(Only applicable if there is a CBA or workers representatives are legally authorized to collectively bargain) All negotiated agreements between a recognized trade union or elected worker representatives and management cover the topics normally covered by a CBA. This at least includes salary levels, an employment manual, work time, vacation regulations and overtime.	No		Yes	The CBA is extensive and covers other areas as well.	ng a CBA. RANK 4 AND salaries are negotiated between management and the trade union through a benchmarking system (taking into account salaries and other benefits of comparable businesses ) and in relation to the additional income a company realises through Fairtrade.	1	C
		3.5	Conditions of Employment							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.1	Multi estate, Single plantation	3.5.0.01	The company sets wages for workers and other conditions of employment according to legal or CBA regulations where they exist, or at regional average wages or at official minimum wages for similar occupations; whichever is the highest, with the intention of continually increasing salaries.	Salaries < legal minimum or CBA regulations OR it is impossible to calculate reference salaries.	Salaries ≥ legal minimum or CBA regulations but < regional average wages (evidence of regional average MUST exist).	Salaries ≥ legal minimum, CBA or regional average.		RANK 3 AND all legal provisions and agreed benefits are respected for all workers.	<b>0</b>	<b>M</b>
3.5.1	Multi estate, Single plantation	3.5.0.02	The company has specified wages for all employee functions and employment terms, such as piecework.	Salaries are discretionary and there are indications of discrimination.	Interviewed workers do not know roughly how much they will earn.	Organisation informs verbally OR refers to external sources of information (CBA, legal regulations) AND all interviewed workers know roughly how much they will earn.	Salary categories (including all additional benefits) are specified in writing AND all interviewed workers know roughly how much they will earn.	Salary categories (including all additional benefits) are specified in writing and made known to all workers in a way that is easy to understand.	<b>0</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.2	Multi estate, Single plantation	3.5.0.03	Deductions from salaries are only made if they are permitted by national laws, fixed by a collective bargaining agreement or the employee has given his/her written consent.	Deductions are made without the listed indicators OR the written consent is not free OR deductions are disproportionate		Yes			0	C
3.5.2	Multi estate, Single plantation	3.5.0.04	(Only applicable if deductions are made from salaries by the company for services it provides) The deducted amounts are in line with the actual costs incurred by the company, and they are not used for disciplinary purposes.	No	Calculation of costs incurred is not possible.	Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.3	Multi estate, Single plantation	3.5.0.05	For work based on production, quotas and piecework, during normal working hours, the pay is the equivalent to average hourly waged work based on a manageable work load and is not below proportionate minimum wage or the relevant industry average, which ever is higher.	Salaries < legal minimum or CBA regulations OR it is impossible to calculate reference salaries.	Salaries ≥ legal minimum or CBA regulations but < regional average wages (evidence of regional average MUST exist).	Salaries ≥ legal minimum, CBA or regional average.		RANK 3 AND all legal provisions and agreed benefits are respected for all workers.	0	C
3.5.3	Multi estate, Single plantation	3.5.0.06	Information about this pay rate, including how it is calculated, is transparent and available for all workers and worker organizations.	Pay rate is discretionary and there are indications of discrimination.	Interviewed workers do not know roughly how much they will earn.	Organisation informs verbally OR refers to external sources of information (CBA, legal regulations) AND all interviewed workers know roughly how much they will earn.	Pay rate (including all additional benefits) are specified in writing AND all interviewed workers know roughly how much they will earn.	Pay rate (including all additional benefits) is specified in writing and made known to all workers in a way that is easy to understand.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.4	Multi estate, Single plantation	3.5.0.07	The company ensures that real wages are increased annually to continuously close the gap with living wage benchmarks as approved by Fairtrade International. Where living wage benchmarks have not been established, you ensure that regular wages are increased in addition to increases for inflation.	There have been no increases in the last year OR the company does not provide enough information to make a full salary calculation.	There have been wage increases but at or below inflation rate.	There have been real wage increases in the last year OR increases only cover inflation if the company is in proven financial crisis or sells less than 5% as Fairtrade	RANK 3 AND the company can explain how they will reach the living wage.	RANK 4 AND there is a written commitment on how to reach the living wage.	<b>1</b>	<b>C</b>
3.5.4	Multi estate, Single plantation	3.5.0.08	Steps for remuneration increases and (if a living wage benchmark is available) the time line towards achieving the applicable living wage are negotiated with elected worker representative	No negotiations with workers take place.		Yes			<b>1</b>	<b>C</b>
3.5.5, Flowers 3.2.3	Multi estate, Single plantation	3.5.0.09	Payments are made on time, at regularly scheduled intervals that have been communicated to workers.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.5	Multi estate, Single plantation	3.5.0.10	Workers receive payslips or equivalent regularly or upon request providing a clear account of wages earned, allowances, bonuses, overtime payment, and all deductions in detail.	No payslips are issued.	Payslips do not list all the required fields as per this CC OR are not understood by workers.	Payslips are issued regularly containing all required information in a form understood by workers.	RANK 3 AND a payslip is issued along with the salary each month.		0	C
3.5.5	Multi estate, Single plantation	3.5.0.11	Payment is made in legal tender.	No		Yes			0	C
Sports Balls 3.5.1	Single plantation	3.5.0.20	(Sportsballs) Casual workers have workers' rights and access to social benefits equal to permanent workers.	No	Casual workers receive benefits but these are not equal to permanent workers.	Yes	RANK 3 AND the company provides health care services to all workers by itself. These services are equal to or better than services provided by local government		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 3.5.2	Single plantation	3.5.0.21	(Sportsballs) The sports ball company ensures that all workers within the value chain receive at least the minimum wage stipulated by the government or earn the relevant industry average (whichever is higher) for all balls produced (Fairtrade or otherwise).	No		Yes			0	M
Sports Balls 3.5.2	Single plantation	3.5.0.22	(Sportsballs) Piece-rate workers receive a rate that is calculated based on the minimum wage. The company ensures that at the end of the month/working day the worker receives at least the minimum wage on a normal working hour basis.	No		Yes			0	M
Sports Balls 3.5.2	Single plantation	3.5.0.23	(Sportsballs) No deductions for quality, disciplinary or other reasons bring the actual wage received below the minimum.	No		Yes			0	M
Sports Balls 3.5.2	Single plantation	3.5.0.24	(Sportsballs) If the money earned from piece-rate work is higher than the minimum wage, workers will get the higher amount.	No		Yes			0	C
Sports Balls 3.5.2	Single plantation	3.5.0.25	(Sportsballs) The management ensures that in factories, factory-owned stitching centres and subcontracted units, charts of piece-rates and a chart of the official minimum wage(s) are placed publicly. The charts are easily visible and printed in the local language. If the piece rates or the official minimum wage(s) change, the charts are updated.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 3.6.1	Single plantation	3.5.0.26	(Sportsballs) The Health and Safety Officer and Medical Officer of the sports ball company ensure that workers in subcontracted units and factory-owned stitching centres work in a healthy and safe environment.	The H&S and Medical Officer are not aware of working conditions at subcontracted and owned stitching centers.	There is awareness but no action was taken to ensure H&S.	Actions have been taken to ensure that working conditions are safe.	RANK 3 AND there has been training of workers focusing on preventive measures.	As the result of training, all interviewed workers are aware of the risks and know how to prevent them.	0	C
3.5.6	Multi estate, Single plantation	3.5.0.27	All permanent workers have a legally binding written contract signed by worker and the employer, and has at least the job description, working hours, pay rate, overtime regulation, social benefits entitlements and deductions, annual paid leave, protection of the worker from loss of pay in the case of illness, disability or accident, and a notice period for termination that is the same as the notice period for the employer.	Permanent workers do not have a legally binding written contract.	Written contracts do not comply with labour law OR notice period is longer for the worker OR does not contain at least one of the requirements as per this CC.	All permanent workers have signed contracts that include at all requirements as per this CC.	RANK 3 AND each worker has a copy of the contract signed (3.5.8)	RANK 4 AND contracts are verbally explained and in a language understood by the worker.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.7	Multi estate, Single plantation	3.5.0.28	Temporary workers who are employed for a period of 3 months or more of uninterrupted service have a legally binding written contract of employment with a job description, signed by employee and employer.	Temporary workers employed for a period of 3 months do not have a legally binding written contract.	Written contracts do not comply with labour law OR notice period is longer for the worker OR does not contain at least one of the requirements as per this CC.	All temporary workers employed for a period of 3 months have signed contracts that include at all requirements as per this CC.	RANK 3 AND each worker has a copy of the contract signed (3.5.8)	RANK 4 AND contracts are verbally explained and in a language understood by the worker.	0	C
3.5.7	Multi estate, Single plantation	3.5.0.29	In case of dissolution of the contract the notice period is identical for employer and worker.	No		Yes			0	C
Flowers 3.2.2	Multi estate, Single plantation	3.5.0.30	(Flowers) Every worker receives at least 3 weeks of paid annual leave per year. Independent of the type of contract of a worker, paid leave is allocated pro-rata to the duration of the contract after two consecutive months of service.	No	Only permanent workers receive paid leave.	Yes. All workers receive the minimum of paid leave; pro-rata where applicable.		RANK 3 AND the company offers more than 3 weeks of paid leave per year.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 3.5.4	Single plantation	3.5.0.31	(Sportsballs) The sports ball company offers long-term piece workers in factories and factory-owned or leased stitching centres permanent work contracts. The company also encourages subcontractors to offer permanent work contracts to piece workers more frequently.	No	Contracts are offered to some long term piece workers	Contracts are offered to long term piece workers		RANK 3 AND there is clear rule when piece workers are offered a permanent work contract.	<b>3</b>	<b>C</b>
3.5.8	Multi estate, Single plantation	3.5.0.32	All workers are made aware of their rights and duties, responsibilities, salaries, and work schedules as part of the legal labour contract.	No	The details are given in a format and or language the workers don't understand or the details are not complete as per this CC.	Induction trainings are provided for all new workers on their rights and duties according to their contracts.	Information on workers rights and duties is communicated on notice boards in appropriate language.	Regular awareness raising sessions on the workers rights and duties are carried out.	<b>0</b>	<b>C</b>
3.5.8	Multi estate, Single plantation	3.5.0.33	Workers have a signed copy of their employment contract in a format and language they understand.	No		Yes			<b>0</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
FLOCERT requirement - For India	Multi estate, Single plantation	3.5.0.34	(Only applicable in case of the absence of a formal contract practiced in the sector) There is an alternate legally established system, that recognizes the worker as an employee of the company and ensures the worker the necessary protection as required under the Standard sections 3.5.6/3.5.7	No		Yes			0	C
3.5.9	Multi estate, Single plantation	3.5.0.35	The company complies with applicable national and local legislation and industry standards regarding working hours and overtime regulations.	No		Yes			0	C
3.5.9	Multi estate, Single plantation	3.5.0.36	The company does not require workers to work in excess of 48 hours per week on a regular basis	No		Yes			0	C
3.5.10	Multi estate, Single plantation	3.5.0.37	The company allows workers at least one day of rest for every 6 consecutive days worked, unless exceptional circumstances apply.	No		Yes			0	C
3.5.10	Multi estate, Single plantation	3.5.0.38	The company has a received approval from FLOCERT for an exception in case it does not allow at least one day of rest for every 6 consecutive days worked. However, workers do not work more than 14 hours per day or more than 72 hours per week or more than 18 continuous working days without rest.	The company has not applied for exception OR has not received approval for exception.	An exception was granted but it is not valid anymore OR working hours exceed the defined limits.	The exception granted by FLOCERT is still valid and working time limits are not exceeded.			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.10	Multi estate, Single plantation	3.5.0.39	The exceptions granted by FLOCERT are communicated to workers in form and language understood by workers.	No		Yes	Conditions for exceptional circumstances agreed and signed by workers.		0	C
3.5.11	Multi estate, Single plantation	3.5.0.40	Overtime is voluntary and not required on regular basis.	No		Yes			0	C
3.5.11	Multi estate, Single plantation	3.5.0.41	Any overtime does not extend over a period of more than 3 consecutive months and/or does not exceed 12 hours per week, unless exceptional circumstances apply.	There is no control to avoid that overtime exceeds what the criteria defines.	There is a control in place for managing overtime, but overtime exceeds 3 months and/or 12 hours per week.	There is a control by HR department that follows the criteria. However there are some periods where overtime limits are exceeded in certain areas of the farm, by few hours and/or working days per year.	There is a successful overtime control system by HR department and overtime does not exceed the definition in the criteria		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.11	Multi estate, Single plantation	3.5.0.42	The company has received prior approval from FLOCERT for an exception in case its overtime exceeds the defined limits.	The company has not applied for exception prior to overtime taking place OR has not received approval for exception.	An exception was granted but it is not valid anymore OR overtime exceeds granted limits.	The exception granted by FLOCERT is still valid, has been requested prior to overtime taking place and overtime limits are not exceeded.			0	C
3.5.11	Multi estate, Single plantation	3.5.0.43	National legislation for overtime is complied with if it exceeds the above requirements.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.12	Multi estate, Single plantation	3.5.0.44	Overtime is compensated at a premium rate that is applicable to compensation by payment or by allocation of time. If neither national legislation, nor CBA, nor agreements with unions specify these rates, the following factors apply: a factor of 1.5 for work performed on regular workdays. For work performed on the regional day of rest, public holidays and night work a premium at a factor of 2 is applied;	No premium rate is applied for compensation of overtime.	A premium rate is applied but it does not meet the defined factors, and/or other agreements with unions/CBA, or rates stipulated by national legislation.	A premium rate based on the required factors is applied OR national legislation/CBA/other agreements with unions specify other rates which are adhered to.	RANK 3 AND workers are aware of the calculation for compensation of overtime.		0	C
3.5.13	Multi estate, Single plantation	3.5.0.45	At least 2 calendar weeks of paid leave per year are granted to workers, not including sick and casual leave. The leave period is in line with national legislation and/or CBA, if either of these exceeds 2 weeks.	No		Yes			0	C
3.5.14	Multi estate, Single plantation	3.5.0.47	Lunch and work breaks are defined, granted and respected.	Workers are not allowed to take breaks.	workers are allowed to take breaks BUT they are not properly defined OR they are not always fully respected.	Defined lunch and work breaks are granted and respected.			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.15	Multi estate, Single plantation	3.5.0.48	There is a regulation on regular sick leave and sick leave caused by employment injury which is at least according to national legislation and it is honoured.	There is no regulation.	A regulation exists but it is not always honoured OR it is not according to national legislation	A regulation according to national legislation exists and is always honoured.		RANK 3 AND the company's regulation exceeds legislation.	0	C
3.5.15	Multi estate, Single plantation	3.5.0.49	The regulation ensures that workers are protected from being dismissed during temporary sick leave and guarantee the worker some form of income during sick leave.	No		Yes			0	C
3.5.15	Multi estate, Single plantation	3.5.0.50	Sick leave is not deducted from annual leave.	No		Yes			0	C
3.5.16	Multi estate, Single plantation	3.5.0.51	The company grants its workers at least eight weeks of maternity leave with compensation consistent with national laws or not less than 2/3 regular pay, whichever is higher, not including annual leave and not incurring any loss or privilege on account of such a leave.	The maternity period is less than 8 weeks.	The compensation during the period is less than those allowed as per this CC.	The maternity benefits comply to the National legislation or this CC whichever is higher.			0	C
3.5.16	Multi estate, Single plantation	3.5.0.52	No woman worker's employment has been terminated during her pregnancy or maternity leave, except on the grounds unrelated to the pregnancy or birth of the child.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.17	Multi estate, Single plantation	3.5.0.53	(Only applicable if the maternity leave is less than 12 weeks) The period is increased by one week each year until 12 weeks is reached.	No increase of maternity leave takes place.	Maternity leave is increased but less than one week per year.	There is a written plan to increase maternity leave to 12 weeks, at least increasing by one week per year.	There is a written plan to increase maternity leave to 12 weeks and maternity leave is increased by more than one week a year.	Maternity leave is increased to 12 weeks in one go.	<b>3</b>	<b>D</b>
3.5.18	Multi estate, Single plantation	3.5.0.54	Nursing mothers have been granted one or more daily breaks during paid working time, or a daily reduction of hours of work, to breastfeed their child for up to 9 months after the birth.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.19	Multi estate, Single plantation	3.5.0.55	All workers are provided with legal social security.	No social security to workers is provided.	Social security benefits are not as per the National/Regional/CBA requirement and/or all workers are not covered.	The Social Security benefits are as per the National/Regional/CBA requirement and all workers are included as beneficiaries and migratory/temporary workers get equivalent benefits.	RANK 3 and all categories of workers get equal benefits.		<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 3.2.4	Multi estate, Single plantation	3.5.0.56	(Flowers) The employer ensures that workers are included in an appropriate state or private social security scheme, covering at least invalidity and injury at work, occupational illness, maternity and old-age benefit.	The employer is not paying legal social security provisions therefore leaving workers uncovered in case of sick leave, disability and accident OR it is impossible to calculate/ identify these benefits.	The employer is late in paying legal social security provisions OR is not declaring full wages, therefore leaving workers partly uncovered in case of sick leave, disability and accident.	The employer fulfils all legal/agreed provisions.	The employer fulfils all legal/agreed provisions AND has a plan for increasing them gradually.	The employer complements benefits beyond legal/agreed provisions.	<b>0</b>	<b>C</b>
3.5.20	Multi estate, Single plantation	3.5.0.57	A time bound plan exists for covering all permanent workers with a provident fund or pension scheme and it is implemented.	No such plan exists.	There is a plan in place but it has not been implemented.	There is plan in place and it has been implemented.	RANK 3 AND all the workers have been benefited.		<b>3</b>	<b>D</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.20	Multi estate, Single plantation	3.5.0.58	(Only applicable if there is a national legislation for provident fund or pension scheme) The requirements of the national legislation for provident fund or pension scheme are implemented.	No		Yes			<b>0</b>	<b>C</b>
3.5.21	Multi estate, Single plantation	3.5.0.59	Local and migrant, seasonal/temporary and permanent workers receive equivalent benefits and employment conditions for equal work performed.	Workers do not receive equivalent benefits and employment conditions.		All sets of workers receive equivalent/equal benefits and employment conditions OR alternative benefits and employment conditions if equal is not possible.			<b>1</b>	<b>C</b>
3.5.22	Multi estate, Single plantation	3.5.0.60	All regular work is undertaken by permanent workers. Time-limited contracts and subcontracting are undertaken only during peak periods, in the case of special tasks and under special circumstances.	No		Yes			<b>0</b>	<b>C</b>
3.5.22	Multi estate, Single plantation	3.5.0.61	Production, quotas and piecework employment are not used as a means to avoid time-limited contracts.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.23	Multi estate, Single plantation	3.5.0.62	All standard contracting of seasonal/temporary workers for regular work for the Fairtrade production is undertaken directly rather than through a subcontractor.	No		Yes			1	C
3.5.24	Multi estate, Single plantation	3.5.0.63	The company only subcontracts workers for non-regular work, or in special circumstances, if it is unable to contract directly.	No		Yes			1	C
3.5.24	Multi estate, Single plantation	3.5.0.64	(Only applicable if workers are subcontracted) Management has developed appropriate selection criteria to help decide on the appointment of a subcontractor.	No		Yes			1	C
3.5.24	Multi estate, Single plantation	3.5.0.65	(Only applicable if workers are subcontracted) Prior to any signing of a contract with a subcontractor, its credentials have been seen and approved by the company.	No		Yes			1	C
3.5.24	Multi estate, Single plantation	3.5.0.66	(Only applicable if workers are subcontracted) Subcontractors have committed by contract to comply with the following requirements: to provide services that comply with national legislation, ILO Convention 181 (Private Employment Agencies Convention) and with specific criteria in this Standard in chapter 3 on Labour Conditions regarding wages, contracts and working hours (req. 3.5.1, 3.5.8, 3.5.9), Freedom of Association (req. 3.4.1, 3.4.8), forced and bonded labour (req. 3.2.1), child labour (req. 3.3.1, 3.3.2), discrimination (3.1.1) and health and safety (3.6.1).	No		Yes	The company ensures that the subcontract or complies with the requirements.		1	C
3.5.24	Multi estate, Single plantation	3.5.0.67	(Only applicable if workers are subcontracted) The subcontractor agrees to be subject to audits if found appropriate by FLOCERT.	No		Yes			1	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.25	Multi estate, Single plantation	3.5.0.68	(Only applicable if workers are subcontracted) Records of contracted workers (from the contractor) that indicate the number of workers, their payment and their working hours are available.	No	Records are incomplete.	Yes			1	C
3.5.26	Multi estate, Single plantation	3.5.0.69	(Only applicable if the company actively recruits workers from other regions within the country or from other countries) The recruitment practices of any agency or person involved comply with the requirements detailed in Fairtrade Standard requirement 3.5.24 (see CC 3.5.0.63 to .67).	No		Yes			0	C
3.5.26	Multi estate, Single plantation	3.5.0.70	(Only applicable if the company actively recruits workers from other regions within the country or from other countries) The company pays any recruitment charges and visa fees incurred.	No	Payment is partial.	Yes			0	C
3.5.26	Multi estate, Single plantation	3.5.0.71	(Only applicable if the company actively recruits workers from other regions within the country or from other countries and the work period is less than one year) The company pays the travel costs for these workers to and from their home country or region at the onset and end of their work period.	No payment done.	Payment done is only for one direction.	Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.27	Multi estate, Single plantation	3.5.0.72	There is a grievance procedure in place and communicated to workers that: <ul style="list-style-type: none"> <li>• Allows workers to file complaints directly and anonymously;</li> <li>• Allows for direct and anonymous third party complaints;</li> <li>• Ensures resolutions are decided and remediation implemented in a timely manner;</li> <li>• Protects workers who file complaints from recriminations;</li> <li>• Reports fully to complainant and allows for an appeals process.</li> <li>• Includes a procedure for cases of sexual harassment</li> </ul>	No grievance procedure is in place.	A grievance procedure is in place but it is not followed in practice.	There is a grievance procedure in place but lacks some clarity OR slightly differs from its description.	There is a transparent and effective grievance procedure in place and it is followed by the employer.	RANK 4 AND workers are aware of the grievance procedure.	<b>0</b>	<b>C</b>
3.5.27	Multi estate, Single plantation	3.5.0.73	The company ensures that workers are fully aware and understand the procedure and are aware that they have the right to be heard and the right to appeal to an independent party.	No		Yes	RANK 3 AND training is provided for all workers on the grievance procedure and their rights to be heard and to appeal.	RANK 4 AND records available are transparent and clear.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.27	Multi estate, Single plantation	3.5.0.75	Grievances regarding sexual harassment are designated to specially appointed women or women's committees, linked to a female senior manager when possible and with direct access to the Chief Executive. The same principles apply in case of sexual harassment of groups other than women.	No specially appointed women or women's committee or similar for groups other than women.	This person has no access to senior manager and chief executive.	There is a specially appointed women or women's committee or similar for groups other than women, who has access to Chief Executive.	RANK 3 AND is linked to a female senior manager.		0	C
3.5.27	Multi estate, Single plantation	3.5.0.76	Grievance procedures are in accordance with national legislation.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.28	Multi estate, Single plantation	3.5.0.77	(Only applicable if the company provides housing) The housing ensures structural safety and reasonable levels of decency, privacy, security and hygiene.	No		Yes	The company provides acceptable definitions of decency, privacy, security and hygiene which have been developed together with elected worker representatives, and follows them.	There is a written plan in place with budget to improve housing e.g. installation of electricity, painting, modernisation of toilets and bathing facilities etc.	<b>3</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.28	Multi estate, Single plantation	3.5.0.78	(Only applicable if the company provides housing) There is regular upkeep of housing and communal facilities.	No		Yes	A proper maintenance schedule is in place for regular upkeep of housing. Records are available to show that maintenance is carried out regularly. A reporting system is in place and functioning for workers to report any maintenance needs.		<b>3</b>	<b>C</b>
3.5.28	Multi estate, Single plantation	3.5.0.79	(Only applicable if the company provides housing) If sanitary facilities are shared, a reasonable number of toilets and bathing facilities with clean water, per number of users, and according to regional practice, are available.	No		Yes			<b>3</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.5.28	Multi estate, Single plantation	3.5.0.80	(Only applicable if the company provides housing) National or state regulations are complied with in all cases and regional norms are taken into consideration.	No		Yes	RANK 3 AND Regional norms are taken into consideration.		3	C
3.5.28	Multi estate, Single plantation	3.5.0.81	(Only applicable if the company provides housing and charges rent) Rent for housing is in accordance with local averages.	No		Yes			3	C
3.5.28	Multi estate, Single plantation	3.5.0.82	(Only applicable if the company provides the majority of general workers with basic housing for free) Workers who are not able to receive free housing are compensated with an allowance that enables them to afford to rent a house of the same standard.	No		Yes			3	C
3.5.28	Multi estate, Single plantation	3.5.0.83	(Only applicable if the company provides housing) Workers have the freedom to choose if they want to be housed on the farm or not.	No		Yes			3	C
Flowers 3.2.5	Multi estate, Single plantation	3.5.0.84	(Flowers) (For workers who live more than 5 kilometres each way from the plantation) Workers receive housing or have access to transportation free of charge where housing and infrastructure are not available in sufficient quantity and quality. If transport is provided, vehicles used are roadworthy and suitable for passengers, the drivers are qualified and experienced, and vehicles are not overloaded.	Neither housing nor transport is provided.	Workers have access to transportation but is not free of charge, or compensation does not cover the real cost.	Housing or free decent transport are provided for workers who live more than 5 kilometres each way from the plantation.			0	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 3.2.5	Multi estate, Single plantation	3.5.0.85	(Flowers) Housing provided is adequate regarding privacy, basic services, including potable water, sewage, road access and where locally available, electricity.	No		Yes	A proper maintenance schedule is in place for regular upkeep of housing. Records are available to show that maintenance is carried out regularly. A reporting system is in place and functioning for workers to report any maintenance needs.		<b>0</b>	<b>C</b>
Flowers 3.2.5	Multi estate, Single plantation	3.5.0.86	(Flowers) (Applicable if a transport allowance is paid as alternative to offering free transport) The transport allowance covers the real transportation cost in public transport.	No		Yes			<b>3</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 3.2.1	Multi estate, Single plantation	3.5.0.87	(Flowers) The base wages you pay (in-kind and monetary benefits not included) do not fall below the global poverty line set by the World Bank of currently \$1.90/day Purchasing Power Parity (PPP). Any adjustment done by the World Bank is considered. No benefits have been worsened /reduced after the introduction of this requirement except when formally agreed with a trade union.	No		Yes			0	C
Fresh Fruit 3.1.1 (HL)	Multi estate, Single plantation	3.5.0.89	(Fresh Fruits) (Applicable as of 01/01/2019) You pay wages that do not fall below the global extreme poverty line (\$1.90/ day) set by the World Bank.	No		Yes			0	C
		<b>3.6</b>	<b>Occupational Health and Safety</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.1	Multi estate, Single plantation	3.6.0.01	Work processes, workplaces, machinery and equipment on the production sites are safe as possible and inherent health risks have been minimized and risk management strategies are in place for adequate control.	Workplaces , machinery or equipment represent patent important hazards for workers OR there have been fatal or grave accidents without the organisation taking any measure.	Indoor workplaces are not equipped against fire hazards OR fire exits are not maintained clear of obstructions OR machinery is dangerous to operate OR the auditor could find other important hazards.	All machinery has appropriate safety devices and there are at least fire exits and fire fighting equipment in indoor workplaces AND the auditor could not find any important hazards.	RANK 3 AND the organisation is aware of national regulations on health and safety and proves compliance.	The organisation is aware of the national regulation on health and safety and proves compliance AND the organisation already complies with all CC on health and safety below.	0	M
3.6.1	Multi estate, Single plantation	3.6.0.02	Risk areas and potential hazards are clearly identified by warning signs in appropriate languages and include pictograms if possible.	No		Yes			0	C
3.6.1	Multi estate, Single plantation	3.6.0.03	Safety instructions and procedures including accident prevention and response are in place and communicated to staff.	No safety instructions and procedures are in place.	They are not complete or not communicated to workers.	Yes	Safety instructions are obvious and put in strategic places.	RANK 4 AND workers are trained regularly.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.1	Multi estate, Single plantation	3.6.0.04	All hazardous machinery and equipment is equipped with adequate safety devices.	No		Yes	An internal audit mechanism is in place to routinely check on this compliance.		<b>0</b>	<b>C</b>
3.6.1	Multi estate, Single plantation	3.6.0.05	Protective guards are placed over moving parts.	No		Yes	An internal audit mechanism is in place to routinely check on this compliance.		<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.1	Multi estate, Single plantation	3.6.0.06	Safety equipment is provided to all workers who are instructed and monitored in its proper use.	Workers work unprotected as common practice.	Basic measures have been implemented BUT interviewed workers recognised it is not used at all times OR workers are charged for PPE OR penalised for normal wear-out.	Workers are provided with free essential PPE (organisation may penalise for lost/damage due to improper use) AND interviewed workers declare it is used at all times.	RANK 3 AND PPE is adapted to local weather conditions as much as possible in order to increase usability.	RANK 4 AND QMS that controls the use of PPE.	0	C
3.6.1	Multi estate, Single plantation	3.6.0.07	Equipment for chemical spraying is stored properly.	No		Yes	An internal audit mechanism is in place to routinely check on this compliance.		0	C
3.6.2	Multi estate, Single plantation	3.6.0.08	A Health and Safety Officer in charge of occupational health and safety matters is appointed.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.2	Multi estate, Single plantation	3.6.0.09	Senior management ensures that the H&S Officer is adequately trained for the job .	The H&S officer is not trained or qualified.	Senior management are not committed to ensure that the H&S officer is trained.	Yes			0	C
3.6.2	Multi estate, Single plantation	3.6.0.10	Senior management ensures that the H & S officer has a job description which includes the following responsibilities: implementing, suggesting, planning and monitoring measures to improve health and safety on the site and for informing and training workers on H&S	H&S officers has no job description.	H&S officers job description is not complete as per this CC OR not signed by senior management.	Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.3	Multi estate, Single plantation	3.6.0.11	(Not applicable to small companies unless required by national legislation) There is an occupational Health & Safety Committee with workers' representation in place.	No		Yes	RANK 3 AND the committee reflects the composition of the workforce and includes a fair representation of women.	RANK 4 AND the committee is active in communicating with workers on issues of health and safety and is making suggestions for improvements to the H&S Officer.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.3	Multi estate, Single plantation	3.6.0.12	(Not applicable to small companies unless required by national legislation) The H&S Committee holds regular meetings with the H&S Officer to discuss health and safety in the workplace.	No H&S meetings have been held.	The meetings have been less than one in a year or are not documented.	Meetings are conducted on a regular basis.	RANK 3 AND the H&S Officer performs his/her duties in close co-operation with this committee and evaluates its complaints and suggestions for improvements.	RANK 4 AND complaints and suggestions are acted on in a timely manner.	<b>1</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.4	Multi estate, Single plantation	3.6.0.13	(Not applicable to small companies unless required by national legislation) The company carries out regular H&S risk assessments jointly with workers and their H&S representatives, and adapt safety measures accordingly.	No H&S risk assessment has been carried out.	The risk assessment is carried out but safety measures are not adapted accordingly OR does not cover all areas of work in the company.	The risk assessment was carried out with workers and their H&S representatives and covers all work areas and safety measures have been adapted.	RANK 3 AND risk assessments are carried out every 6 months.	RANK 4 AND health and safety in the company is improved through the risk assessments.	<b>3</b>	<b>D</b>
3.6.5	Multi estate, Single plantation	3.6.0.14	All information, safety instructions, re-entry intervals and hygiene recommendations regarding hazardous work are displayed clearly in a visible place in the workplace in the language(s) understood by workers and with pictures.	There are no safety instructions.	Safety instructions are not in a language understood by workers AND/OR do not have pictures.	Yes	Safety instructions are obvious and put in strategic places.	RANK 4 AND workers are trained regularly.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.6, Flowers 3.3.5	Multi estate, Single plantation	3.6.0.15	Regular training of workers and their representatives in the basic requirements of occupational health and safety, relevant health protection and first aid are held at least once per year. Records of these training activities are kept indicating information on topics, time, duration, names of attendees and trainers. And training is repeated for all new or reassigned workers.	No training is held.	The trainings are not documented or the documents are incomplete.	At least one training has been undertaken in an year and complete records are kept.	RANK 3 AND the training is done as per a prepared schedule. It includes making workers aware of their right to remove themselves from unsafe situations without being penalized for doing so.	RANK 4 AND the frequency of the training is more than one in a year.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.7	Multi estate, Single plantation	3.6.0.16	Workers that are engaged in any potentially hazardous work are trained according to the tasks they carry out at least once every year. The training covers health and environmental risks of the products workers handle, if applicable, and enable them to take correct emergency actions in case of accident. Records of these training activities are kept indicating information on topics, time, duration, names of attendees and trainers.	Workers engaged in potentially hazardous work have not been trained.	The trainings do not cover health and environmental risks of the products they handle AND/OR emergency actions AND/OR records are not kept or are not complete.	All workers engaged in potentially hazardous work have been trained AND content of training was sufficient.	Workers are trained accordingly and complete records are maintained.	RANK 4 AND the frequency of the training is more than one in a year.	0	C
Flowers 3.3.5	Multi estate, Single plantation	3.6.0.18	(Flowers) Female workers are informed about potential reproductive health risks of hazardous chemicals and possible effects during pregnancy where applicable.	No		Yes			0	C
3.6.8	Multi estate, Single plantation	3.6.0.19	Clean drinking water is provided close by for all workers and is clearly labelled .	No clean water is provided.	The potable water is not labelled properly OR is available but not easily reachable for some workers.	Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.8	Multi estate, Single plantation	3.6.0.20	(Only applicable if water purity has been identified as a risk) Drinking water is analysed at least twice a year to correspond with seasonal variations.	The water is never been tested OR there is proof that the quality of water is poor and no monitoring has been done.	Drinking water has only been tested once a year.	Drinking water is tested twice a year and the reports are available.	The water is tested routinely irrespective of the quality of water.		<b>0</b>	<b>C</b>
3.6.9	Multi estate, Single plantation	3.6.0.21	The company provides clean toilets with hand washing facilities close by .	Clean toilets or hand washing facilities are not provided.	Hand washing facilities are not close to toilets AND/OR toilets are not clean.	The facilities are appropriate and adequate.			<b>0</b>	<b>C</b>
3.6.9	Multi estate, Single plantation	3.6.0.22	Changing rooms are provided for all workers with lockable storage facilities if requested.	No		Yes			<b>0</b>	<b>C</b>
3.6.9	Multi estate, Single plantation	3.6.0.23	Clean showers are provided for workers who handle pesticides.	No	Showers are not clean OR are not functional.	Yes			<b>0</b>	<b>C</b>
3.6.9	Multi estate, Single plantation	3.6.0.24	All facilities are separate for women and men and the number of facilities is in proportion to the number of workers (minimum proportion is 1:25).	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.9	Multi estate, Single plantation	3.6.0.25	Clean hand washing facilities are provided close to the canteen.	No	The facility is not clean OR is not close to the canteen.	Yes			<b>0</b>	<b>C</b>
3.6.9	Multi estate, Single plantation	3.6.0.26	All facilities are cleaned regularly and equipped with covered drains and pipes.	No	Facilities are not clean OR there are open drains and pipes.	Yes	RANK 3 AND facilities are cleaned regularly according to a signed schedule.		<b>0</b>	<b>C</b>
3.6.10	Multi estate, Single plantation	3.6.0.27	Suitable rest areas are provided for workers.	No rest areas are provided.	The rest areas are not suitable e.g. no shelter from rain/sun.	Suitable rest areas are provided.	Rest area with some recreational facility is provided. Separate rest areas for men and women are provided if requested.		<b>6</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.10	Multi estate, Single plantation	3.6.0.28	(Not applicable to small companies) A canteen with cooking facilities is provided where necessary and if requested by workers.	No canteen facilities are provided though there are repeated requests for such a facility.	Canteen facilities do not have cooking facilities.	A basic canteen with cooking facility is provided.	A canteen provides food for all workers and is monitored for quality.	RANK 4 AND has a system to incorporate feedback from the workers or is jointly managed by workers.	<b>6</b>	<b>D</b>
Flowers 3.3.10	Multi estate, Single plantation	3.6.0.29	(Flowers) In case shops and canteens are not available you provides a suitable area where workers can store and consume their food away from the working area.	No area for storing food and eating is provided.	The area provided is right within the working area.	A suitable area for storing food and eating is provided.			<b>0</b>	<b>C</b>
Flowers 3.3.10	Multi estate, Single plantation	3.6.0.30	(Flowers) Eating in working areas does not take place.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.11	Multi estate, Single plantation	3.6.0.31	Company premises and surroundings are free of obvious defect and maintained in a safe, clean and, where necessary, hygienic conditions at all times.	No		Yes	There is a maintenance department in place that ensures that the premises and surroundings are effectively maintained in good order AND/OR there is a reporting system that is in place and effective.	There is a documented QMS to keep the premises and surroundings clean and tidy.	0	C
3.6.12	Multi estate, Single plantation	3.6.0.32	All indoor workplaces have adequate lighting, heating and ventilation appropriate for the local weather conditions.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.13	Multi estate, Single plantation	3.6.0.33	Electrical equipment, wiring and outlets in the company's facilities are properly placed, grounded and inspected for overloading and leakage by a professional on regular basis.	No	The facilities are not adequate or appropriate or do not match to industry standard OR is not inspected by a professional on a regular basis.	Yes	A checklist based system is in place to keep control on the safety of electric system.	QMS is in place for electric safety	0	C
3.6.14	Multi estate, Single plantation	3.6.0.34	Properly marked fire exits, escape routes, fire fighting equipment and fire alarms are provided for every indoor workplace, according to industry standard.	No	The facilities are not adequate or appropriate or do not match to industry standard	Yes	A checklist based system is in place to keep control on the safety of fire safety system	QMS is in place for fire safety system	0	C
3.6.14	Multi estate, Single plantation	3.6.0.35	Fire exits and escape routes are kept clear from obstacles allowing for swift and safe exit in case of an emergency.	No		Yes			0	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.15	Multi estate, Single plantation	3.6.0.36	The company regularly trains new and existing staff in evacuation procedures.	No trainings have been given.	The frequency of training is less than once in an year OR new staff are not aware about fire evacuation procedures.	The frequency of training is at least one in an year.	There is a proper schedule of training and trainings are undertaken as per the schedule. Evacuation procedures are part of the induction training for new workers.	RANK 4 AND the frequency of the training is more than one in a year.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.16	Multi estate, Single plantation	3.6.0.37	Adequate emergency first aid facilities, equipment and appropriately trained first aid staff to meet all reasonably foreseeable emergency first aid situations are available.	No emergency first aid facilities, equipment and appropriately trained first aid staff to meet all reasonably foreseeable emergency first aid situations are available.	The first aid facilities are not present in all independent working areas OR are not adequate e.g. first aid box OR staff are not properly trained.	Yes	A checklist based system is in place to see that the first aid requirements are met as per this CC.		0	C
3.6.16	Multi estate, Single plantation	3.6.0.38	A reasonable number of workers (in relation to the total number of employees and the nature of their work) receive regular training in first aid.	No workers have been trained in first aid.	Some areas of work are not represented by trained staff or staff have not received a training at least once every year.	All areas of work are represented by at least one trained worker and they have received at least one training in one year.	RANK 3 AND there is a proper schedule of training and trainings are undertaken as per this schedule.	RANK 4 AND the training is under a government or recognized agency for occupational health and safety.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.17	Multi estate, Single plantation	3.6.0.39	The H&S Officer compiles reports on work accidents and subsequent first aid measures.	No reports are compiled.	The reports are incomplete.	The reports are properly compiled and up to date.	RANK 3 AND support is provided by management or by a responsible authority.	RANK 4 AND reports are used for H&S monitoring.	0	C
Flowers 3.3.4	Multi estate, Single plantation	3.6.0.40	(Flowers) Suitable procedures are in place to provide for appropriate treatment and compensation for workers suffering from work related illness or injury.	No procedures are in place.	There are procedures but they are not applied.	Free transport to appropriate healthcare in case of work-related illness or injury is provided during working hours AND workers are compensated according to law or CBA.	Workers are compensated according to law or CBA AND medical facilities are freely provided on site that can deal with accidents and e.g. acute poisoning.	RANK 4 AND the facility has trained medical staff and a good supply of medicines.	0	C
Flowers 3.3.4	Multi estate, Single plantation	3.6.0.41	(Flowers) Procedures are in place to remove workers from places of work that have caused them work related illnesses or injuries.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.18	Multi estate, Single plantation	3.6.0.42	The company provides access to appropriate healthcare in case of work-related illness or injury.	No		Free transport to appropriate healthcare in case of work-related illness or injury is provided during working hours.	Medical facilities are freely provided on site that can deal with accidents and acute poisoning.	RANK 3 AND the facility has trained medical staff and a good supply of medicines.	0	C
Flowers 3.3.6	Multi estate, Single plantation	3.6.0.43	(Flowers) Workers are aware that they have the right to remove themselves from danger resulting from their work.	No	Workers are aware of that right but have grounds to fearing disadvantages when using it.	Yes AND workers are not disadvantaged as a result of such action.			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.19	Multi estate, Single plantation	3.6.0.45	PPE and equipment that is used to apply pesticides and other hazardous chemicals is cleaned after each use in a dedicated area.	No proof of any cleaning of PPE and equipment is present.	The cleaning is not done in designated areas or the designated areas are not adequate to protect the environment.	The PPEs and equipment are cleaned after use in dedicated areas, such that the effluents do not contaminate soil and water.	RANK 3 AND a checklist based system is present to ensure the cleaning has taken place.		0	C
3.6.19	Multi estate, Single plantation	3.6.0.46	PPE is stored separately in order to avoid contamination from pesticides, and workers never take it to their homes.	The PPEs are not stored separately AND/OR the workers take the PPE home.	Though there are designated store areas, workers take PPE home.	There is separate areas for storing the PPE and the area is adequate for protection against contamination and there is no indication that workers take PPE home.	RANK 3 AND a checklist based system is present to ensure that the workers keep the PPEs in designated area and do not take home.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.20	Multi estate, Single plantation	3.6.0.47	Workers engaged in handling any potentially hazardous chemicals are examined regularly, at least once a year, by a medical doctor to monitor for possible changes in health due to exposure to hazardous chemicals.	There is no medical examination	The frequency of the check up is not annual AND/OR not all the workers who handle hazardous chemical are examined AND/OR documents of the check up are not kept AND/OR the examination is carried out by the nurse.	Medical examinations relevant for the type of exposure are conducted and involve the use of standard clinical and medical assessments, tests or techniques to assess the presence of early or long term health effects.	RANK 3 AND the medical examinations address any specific medical concerns that might arise from the hazardous chemicals used in accordance to the MSDS etc.	RANK 4 AND the frequency of medical examinations is more than once a year.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.20	Multi estate, Single plantation	3.6.0.48	The medical examinations are free and confidential to the respective worker.	No	The check-ups are not free OR the reports are not kept confidential.	Yes	RANK 3 AND the results of the medical examinations are clearly explained to workers so that they understand them.		0	C
Flowers 3.3.1	Multi estate, Single plantation	3.6.0.49	(Flowers) In case carbamates or organophosphates are being used on the farm or if there is any possibility that workers are being exposed to them, cholinesterase test are conducted.	There is no medical examination .	Not all the workers who handle hazardous chemicals are examined OR documents of the check up are not kept.	Cholinesterase tests are conducted every 3 months.	RANK 3 AND the medical examinations address any specific medical concerns that might arise from the hazardous chemicals used in accordance to the MSDS etc.	RANK 4 AND the frequency of medical examinations is more than once a year.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 3.3.1	Multi estate, Single plantation	3.6.0.50	(Flowers) All workers handling agrochemicals receive medical examinations by a physician every 3 months. Medical examinations are available to all workers who request them on the employer's expense.	No examinations are available.	Examinations are available but the worker needs to pay for it OR examinations do not take place every three months.	Examinations on the employer's expense take place at least every three months.			0	C
Flowers 3.3.2	Multi estate, Single plantation	3.6.0.52	(Flowers) The company has defined what constitutes a representative group of workers to be medically examined but not less than 10% of the workforce.	No		Yes			3	C
Flowers 3.3.2	Multi estate, Single plantation	3.6.0.53	(Flowers) Workers from all areas of work are part of the representative sample group.	No		Yes			3	C
Flowers 3.3.3	Multi estate, Single plantation	3.6.0.56	(Flowers) Suitable procedures are in place to safeguard the health of an employee if the employee has a medical condition that requires action of the employer.	No procedure is in place.	A procedure is in place but it is not followed in practice OR the procedure is not suitable.	Yes			0	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.21	Multi estate, Single plantation	3.6.0.57	Persons younger than 18 years, pregnant or nursing women, persons with incapacitating mental conditions, persons with chronic, hepatic or renal diseases and persons with respiratory diseases are not engaged in any potentially hazardous work.	There is no criteria for keeping out persons at risk from potentially hazardous work e.g. pre employment medical examination for chemical handlers.		Persons at risk are not given potentially hazardous work in policy or practice, e.g. pre-employment medical examinations exist.	There is clear documented criteria for identifying and keeping away potentially hazardous work from these persons at risk and this is systematically followed.		<b>0</b>	<b>C</b>
Flowers 3.3.7	Multi estate, Single plantation	3.6.0.58	(Flowers) Children do not have access to areas that could expose them to hazardous materials and are not brought to the place of work.	No		Yes			<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.22	Multi estate, Single plantation	3.6.0.59	Chemical handlers are thoroughly instructed and trained at regular intervals by a recognised institution or by specialists in the safe application and the risks of pesticides and chemicals.	No trainings have been given to this group.	The regularity is less than once a year or the trainings has not done by recognized institution or by specialists OR the trainings do not cover safe application and risks involved.	There is at least one training per year and the training is done by recognized institution or by specialists and cover areas such as safe application and risks involved.	There is schedule for such trainings with topics which cover all necessary areas and trainings are documented.	RANK 4 AND the training frequency is more than once a year.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.22	Multi estate, Single plantation	3.6.0.60	Safety instructions on the product label are followed. If instructions are not available spraying time does not exceed 4 hours.	No		There is proof that safety instructions on the labels are followed, or that sprayers do not spray for more than 4 hours in a working day.	There is a SOP which clearly incorporates safety instructions on the product label and this is followed.	RANK 4 AND there is a internal audit to confirm this.	<b>0</b>	<b>C</b>
3.6.22	Multi estate, Single plantation	3.6.0.61	Chemical handlers are relieved periodically from spray operations according to a job rotation scheme.	There is no job rotation scheme.	Sprayers are not periodically removed from spray according to the job rotation scheme.	There is a job rotation scheme and it is implemented and is documented	RANK 3 AND the rotation scheme has been planned and justified in accordance to the types of chemicals sprayed and the amount of time spent in spraying.		<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.22	Multi estate, Single plantation	3.6.0.62	All equipment is rinsed off after spraying and the chemical handlers wash their personal protective equipment before undressing.	No	Spray equipment's is not rinsed off OR handlers do not wash their protective equipment before undressing OR there is no adequate facility for washing off.	Yes			0	C
3.6.22	Multi estate, Single plantation	3.6.0.63	Chemical handlers shower after spraying.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.22	Multi estate, Single plantation	3.6.0.64	Chemical handlers control and change the filters of their respirators regularly and there is a check-list to carry out this task.	The chemical handlers do not change the filters of their respirators	The change does not happen as per the procedure or routine prescribed for the type of respirator used OR there is no check list	The respirators are controlled and changed as per the routine prescribed for the type of respirator used and there is a checklist for this task.	RANK 3 AND research into appropriate respirators and when to change them, as well as the written procedures have been well organised and clearly followed.	RANK 4 AND there is a internal audit to check the implementation of this clause.	0	C
3.6.22	Multi estate, Single plantation	3.6.0.65	Spray equipment is properly calibrated.	No	Records of calibration are not kept	Spray equipment are calibrated as per the manufacturers requirements and are documented.			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.23	Multi estate, Single plantation	3.6.0.66	<p>After spraying pesticides, the applicable re-entry intervals as defined by the manufacturer are strictly followed. In the absence of a re-entry interval defined by the manufacturer or in case the manufacturer does not refer explicitly to cultivation practices used by the company (such as use of greenhouses) the following re-entry intervals based on World Health Organization (WHO) acute toxicity categories are applied:</p> <ul style="list-style-type: none"> <li>• Highly hazardous pesticides (WHO Ib): 24 hours;</li> <li>• Moderately hazardous pesticides (WHO II): 12 hours;</li> <li>• Slightly hazardous pesticides (WHO III): 6 hours.</li> <li>• Unlikely hazardous pesticides (WHO U): 4 hours.</li> </ul>	The re-entry time is not established and followed as per this CC	Re-entry times are written on signs outside greenhouses but not followed OR re-entry times do not follow those defined by the manufacturer or the WHO categories.	Re-entry time is as per the CC and the company has clear documented policy and rules establishing this.			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.23	Multi estate, Single plantation	3.6.0.67	In all cases, the full re-entry interval are observed and the foliage is completely dry before re-entering.	No		Yes	There are clear instructions to address this and they are obviously communicated to workers.	Workers know that they have the right to refuse to go into a greenhouse if the foliage is still wet after spraying and will act on their rights.	<b>0</b>	<b>C</b>
3.6.23	Multi estate, Single plantation	3.6.0.68	The calculation for the re-entry interval starts from the end of spraying.	No		Yes	Signs are clearly marked to show the times of the start of spray and end of spray and the re-entry time calculated.		<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.23	Multi estate, Single plantation	3.6.0.69	Access to sprayed areas is denied and is marked by signs during the re-entry intervals.	There is no effort by company to restrict entry into sprayed area during the re-entry phase	There are no proper signs marking sprayed areas	The sprayed areas are marked and workers are clearly denied access e.g. doors are locked/barriers are in place	Workers have been trained about the re-entry times and understand the importance of staying out of the sprayed areas. Signs are written in a language that is understood and are easy to understand. Barriers are obvious and restrictive so that no one can walk through by mistake e.g. padlocks on doors/red tape/flags		<b>0</b>	<b>M</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
							etc.			

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 3.3.9	Multi estate, Single plantation	3.6.0.70	(Flowers) During re-entry intervals all sprayed greenhouses are locked.	There is no effort by company to restrict entry into sprayed area during the re-entry phase	Locks/barriers are available but not used in practise.	The sprayed areas are marked and workers are clearly denied access e.g. doors are locked/barriers are in place	Workers have been trained about the re-entry times and understand the importance of staying out of the sprayed areas. Signs are written in a language that is understood and are easy to understand. Barriers are obvious and restrictive so that no one can walk through by mistake e.g. padlocks on doors/red tape/flags		<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
							etc.			
Flowers 3.3.9	Multi estate, Single plantation	3.6.0.71	(Flowers) No harvesting or other work takes place if foliage is still wet.	No		Yes			<b>0</b>	<b>C</b>
3.6.24	Multi estate, Single plantation	3.6.0.72	(Not applicable to small companies for tasks not related to handling of hazardous chemicals) The company provides proper tools and suitable work clothes for all workers appropriate to their tasks, and replace them regularly free of charge.	Tools and work clothes (PPE) are not provided.	Tools and PPE are not adequate for the task OR they are not replaced regularly OR workers are charged for the tools/PPE.	Proper tools and suitable work clothes (PPE) for all workers appropriate to their tasks are provided and replaced regularly free of charge.	The company has a list to define the tools/PPE required for each category of work and when they need to be replaced. The procedures are followed an PPE is replaced before it is worn out.	There is a current stock of tools/PPE in the stores for new/temporary workers and emergency replacements.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 3.3.8	Multi estate, Single plantation	3.6.0.73	(Flowers) All workers handling pesticides or carrying out hazardous work receive two sets of PPE/uniforms.	No		Yes	Rank 3 and special attention is given to people with disabilities and pregnant women with regards to tools and clothing/working shoes.	Rank 4 and The farm has a process to ensure the that the PPE is fitting well and is clean at all times when starting work.	<b>0</b>	<b>C</b>
3.6.25	Multi estate, Single plantation	3.6.0.74	Free occupational healthcare is provided to all workforce	No health care is provided.	The healthcare provided is not free OR only a portion of the workforce is covered.	Free occupational healthcare is provided to all workforce.	RANK 3 AND this extends to hospitalization and secondary healthcare.	RANK 4 AND prophylactic health care measures, exercise facilities are provided for good health of workers.	<b>3</b>	<b>D</b>
3.6.26	Multi estate, Single plantation	3.6.0.75	(Not applicable to small companies unless otherwise required by national legislation) A Medical officer responsible for healthcare and protection of the workforce is appointed.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.26	Multi estate, Single plantation	3.6.0.76	(Not applicable to small companies unless otherwise required by national legislation.) The Medical Officer is qualified for the job, e.g. a trained health worker, nurse or physician. He/she is responsible for suggesting, planning and monitoring measures to improve medical care and protection of health within the company.	The medical officer is not a qualified medical practitioner.	The medical officer does not have a proper job description as per the CC OR the medical officer does not follow all their responsibilities.	Yes	RANK 3 AND the medical officer is clearly organised and pro-active in improving medical care within the company.		0	C
3.6.27	Multi estate, Single plantation	3.6.0.77	(Not applicable to small companies unless otherwise required by national legislation) A full continuously updated documentation on sickness and accidents is maintained by the Medical officer. Only anonymised medical data are to be reported to the employer to be used in managing health and safety.	No medical records are maintained by the medical officer.	There are medical records but the medical officer does not guarantee the anonymity of the medical data.	Medical records are kept up to date and all reports to management are anonymised.			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.27	Multi estate, Single plantation	3.6.0.78	(Not applicable to small companies unless otherwise required by national legislation) Actions are proposed to reduce these where possible.	No		Yes	The Medical Officer incorporates his/her actions into a plan which is monitored by the H&S committee in their meetings.		<b>0</b>	<b>C</b>
3.6.28	Multi estate, Single plantation	3.6.0.79	(Not applicable to small companies unless otherwise required by national legislation) The company offers regular medical examinations and check ups by a medical doctor to all workers on a voluntary basis at least every three years.	No	Medical examinations are not voluntary OR are not carried out at least every three years.	Yes	RANK 3 AND the frequency is more than once in a three year period.	RANK 3 AND the frequency is once per year and covers the family also.	<b>1</b>	<b>C</b>
3.6.28	Multi estate, Single plantation	3.6.0.80	(Not applicable to small companies unless otherwise required by national legislation) The findings of medical examinations are communicated to worker confidentially and in a readily understandable form.	No	Findings are not communicated confidentially, OR in an understandable form.	Yes			<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.28	Multi estate, Single plantation	3.6.0.81	(Not applicable to small companies unless otherwise required by national legislation) Individual health records are established for all workers at the beginning of their employment.	No		Yes			<b>1</b>	<b>C</b>
3.6.28	Multi estate, Single plantation	3.6.0.82	(Not applicable to small companies unless otherwise required by national legislation) All health records maintained in the company of the workers are kept in confidential manner and management does not have access to them.	No		Yes			<b>1</b>	<b>C</b>
3.6.29	Multi estate, Single plantation	3.6.0.83	(Not applicable to small companies unless otherwise required by national legislation) The company provides workers with free and regular medical care and advice, which is offered at the workplace at fixed times during working hours.	No medical care is provided.	Medical care is not free AND/OR the medical care is not available in workplace or working hours or there are no fixed times.	Yes	RANK 3 AND the workers family is also covered for the health check-ups.	RANK 4 AND the medical facility is given all round the clock to workers living within the premises.	<b>3</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.29	Multi estate, Single plantation	3.6.0.84	(Not applicable to small companies unless otherwise required by national legislation) An on-site dispensary is established, where legally allowed, with adequate equipment and a stock of basic medicines for the treatment of most common diseases and acute poisoning with professional health personnel (e.g. doctor, nurse, health worker) present according to a timetable displayed at the dispensary.	There is no dispensary	The dispensary is poorly stocked with necessary medicines or is grossly inadequate in facility for common medical issues with workers OR there is no qualified medical personnel OR the medical care is not free OR regular OR there is no timetable at the dispensary.	Yes	RANK 3 AND the dispensary is able to deal with more than just common diseases, has facilities for testing for common diseases and is clean, hygienic and well organised.	RANK 4 AND the dispensary has facility for inpatients and a full time doctor or medical personnel.	<b>3</b>	<b>D</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
3.6.29	Multi estate, Single plantation	3.6.0.85	(Not applicable to small companies unless otherwise required by national legislation) If there is no doctor in regular attendance at the dispensary, the company signs a contract with a doctor who is paid by the company to whom patients are referred and who carries out medical check-ups and advises and supervises the company nurse or health worker.	No	Workers pay for referrals to the doctor OR there is no signed contract.	Yes	The doctor is active in providing advice and supervision to the company nurse or health worker and makes visits to the company to do so.	The doctor attends the dispensary in accordance with a displayed timetable AND his facility is in easy reach for access for workers.	<b>3</b>	<b>D</b>
3.6.30	Multi estate, Single plantation	3.6.0.86	A policy is prepared and implemented to prevent and deal with major contagious disease, including a reporting structure for the incidence of epidemics and takes the local context (e.g. regarding HIV/AIDS) into account.	No policy is in place as per this CC	The policy does not cover all major contagious diseases prevalent in the region Or is not implemented	Yes	RANK 3 AND there is a system of monitoring the effectiveness of the policy.	RANK 4 AND is part of a regional or national programme covering the contagious diseases.	<b>6</b>	<b>D</b>
		<b>4</b>	<b>Environmental Development</b>							
		<b>4.1</b>	<b>Environmental Management</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.1.1	Multi estate, Single plantation	4.1.0.01	A person within the company has the responsibility to lead the operational steps required to comply with the requirements in section 4 Environmental Development.	No	The appointment is not formalised.	Yes	RANK 3 AND has the qualifications		0	C
4.1.2	Multi estate, Single plantation	4.1.0.03	The company has defined and implemented procedures to raise awareness among its workers in relation to section 4 Environmental Development.	No	The procedure has been defined but not implemented	There is a documented procedure and schedule for raising awareness and this is implemented and records are available.			0	C
		<b>4.2</b>	<b>Pest Management</b>							
		<b>4.2.1</b>	<b>Integrated Pest Management</b>							
4.2.1	Multi estate, Single plantation	4.2.1.01	The company has access to guidance from an expert in integrated pest management (IPM) strategy.	No		Yes			0	C
4.2.1	Multi estate, Single plantation	4.2.1.02	The company has received guidance from an expert in integrated pest management (IPM) strategy.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.2	Multi estate, Single plantation	4.2.1.03	(Not applicable to crops that are organically certified) At least one alternative control other than pesticide application has been implemented.	No		Yes	More than one alternative control has been implemented.	RANK 4 AND the company can show this has helped to reduce the amounts of chemicals used.	0	C
4.2.2	Multi estate, Single plantation	4.2.1.04	(Not applicable to crops that are organically certified) At least one preventative measure other than pesticide application has been implemented.	No		Yes	More than one preventative measure has been implemented.	RANK 4 AND the company can show this has helped to reduce the amounts of chemicals used.	0	C
4.2.3	Multi estate, Single plantation	4.2.1.05	(Not applicable to crops that are organically certified) The company monitors main pests and diseases of the Fairtrade crop.	No		Yes	Comprehensive procedures are in place and followed.		0	C
4.2.3	Multi estate, Single plantation	4.2.1.06	(Not applicable to crops that are organically certified) The company has established a level of damage beyond which the need to use chemicals is justified.	No		Yes	Comprehensive procedures are in place and followed.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.3	Multi estate, Single plantation	4.2.1.07	(Not applicable to crops that are organically certified) The company avoids the build-up of resistance of pesticides.	No		Yes	Comprehensive procedures are in place and followed.		<b>0</b>	<b>C</b>
		<b>4.2.2</b>	<b>Proper Use and Handling of Pesticides and Hazardous Chemicals</b>							
4.2.4	Multi estate, Single plantation	4.2.2.01	All workers handling pesticides and other hazardous chemicals are trained in hazards related to handling these materials.	Organisation did not carry out any training.	Not all workers handling pesticides have been trained OR content/quality of training was insufficient.	All workers handling pesticides have been trained AND content of training was sufficient.	RANK 3 AND training materials are clear and correct.	RANK 4 AND measures are indeed implemented.	<b>0</b>	<b>M</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.4	Multi estate, Single plantation	4.2.2.02	All workers handling pesticides and other hazardous chemicals use personal protective equipment (PPE).	No measures implemented and workers work unprotected as common practice.	Basic measures have been implemented BUT interviewed workers recognised it is not used at all times OR workers are charged for PPE OR penalised for normal wear-out.	Measures have been implemented and workers have access to PPE AND workers are provided with free essential PPE (employer may penalise for lost/damage due to improper use).	RANK 3 AND interviewed workers declare it is used at all times.	RANK 4 AND PPE is adapted to local weather conditions as much as possible in order to increase usability.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.5	Multi estate, Single plantation	4.2.2.03	All the workers not directly handling pesticides or other hazardous chemicals are made aware of the hazards related to these materials.	The company did not carry out any information activity.	Less than 50% of workers have been informed OR content/quality of information was insufficient.	At least 50% of workers have been informed AND content of information was sufficient.	At least 80% of workers have been informed AND content of information was sufficient AND there are informative materials.	RANK 4 AND there is an ongoing training/awareness plan/ refresher training, or no pesticides or hazardous chemicals are used.	<b>0</b>	<b>C</b>
4.2.6	Multi estate, Single plantation	4.2.2.04	Any application of pesticides or other hazardous chemicals are not made within 10 meters from ongoing human activity (housing, canteens, offices, warehouses or the like with people present). A buffer zone of at least 10 meters is kept unless there is a barrier that effectively reduces pesticide drift.	There are no buffers and pesticides reach sites of ongoing human activity.	There are no buffers BUT the company has ensured that pesticides do not reach sites of ongoing human activity.	Buffer strips are respected.	Buffer strips are respected AND company carried out awareness activities.	RANK 4 AND there is an (organic) Internal Management System in place that works well.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
FLOCERT requirement	Multi estate, Single plantation	4.2.2.05	There is an overview map of the plantation with buffer zones marked and covers all areas where there is a risk of drift to sensitive areas e.g. water bodies, human habitat, protected areas etc.	No	There are clear areas as per 4.2.2.04 where the buffer zones are lacking.	Yes			0	C
4.2.7	Multi estate, Single plantation	4.2.2.06	All aerial application of pesticides or other hazardous chemicals does not happen over areas of ongoing human activity or directly over water sources.	No		Yes			0	C
Flowers 4.1.2	Multi estate, Single plantation	4.2.2.07	(Flowers) The company protects the environment and the inhabitants of residential areas inside and surrounding the farm from harmful effects such as pesticide drift or exposure to other harmful substances with appropriate measures such as a safety distance from residential areas and houses to the greenhouses or pesticide application areas or suitable alternative measures, such as a physical safety barrier.	There are no buffers and pesticides reach sites of ongoing human activity.	There are no physical safety barriers BUT the company has ensured that pesticides do not reach sites of ongoing human activity.	Buffer strips are in place and are respected.	Buffer strips are respected AND company carried out awareness activities.	RANK 4 AND there is an (organic) Internal Management System in place that works well.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 4.1.1	Multi estate, Single plantation	4.2.2.08	<p>(Flowers) The use of post-harvest pesticides follows the safety instructions of the manufacturer and the following conditions:</p> <p>*The pesticide is registered for post-harvest use for flowers.</p> <p>* Workers undertaking the application have been trained in safe use and handling of the pesticide and use effective personal protective equipment. The application is done in a way to avoid exposure of workers nearby (e.g. in the surrounding post-harvest area). This may be done by use of separated area for post-harvest treatment or effective physical barriers.</p> <p>* Records of application are kept including information of at least date and time, name of person applying, quantity of active ingredient(s) used, pest or disease to be controlled and site.</p>	No documentation or procedure is in place for the use of post harvest material.	At least One of the conditions mentioned in this CC is not present.	There is a procedure in place to ensure that safety instructions and the other specifications in this CC are followed. The procedure is implemented and all required documentation available.			0	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 4.1.1	Multi estate, Single plantation	4.2.2.09	(Flowers) The use of post-harvest treatments to extend vase life follows the safety instructions of the manufacturer and the following conditions: - In case the producer prepares his own solution of post harvest chemicals there is knowledge of the hazards that it poses to health. Measures are in place to avoid exposure of workers to the solution used. - Silver Thiosulphate waste is handled and disposed in a way that it does not pollute soil or water.	No documentat ion or procedure is in place for the the use of post harvest material.	At least One of the conditions mentioned in this CC is not present.	There is scientific procedure or recommend ation for use of post harvest materials and there is records on use as per this CC.			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.8	Multi estate, Single plantation	4.2.2.10	<p>The company maintains storage of pesticides and other hazardous chemicals in a way that minimizes risks. The storage area</p> <ul style="list-style-type: none"> <li>• is locked and accessible only to trained and authorised personnel;</li> <li>• is ventilated to avoid a concentration of toxic vapours;</li> <li>• has equipment, such as absorbent materials, to handle accidents and spills;</li> <li>• is adequately illuminated to allow the responsible person to read product labels properly;</li> <li>• is made of fireproof material;</li> <li>• is away from food, personal protection equipment or any other equipment or machinery;</li> <li>• has containers that are clearly labelled indicating contents, warnings, and intended uses, preferably in the original container when possible;</li> <li>• contain information on the proper handling of pesticides (safety sheets).</li> </ul>	There is no designated storage area of hazardous chemicals and equipment.	The storage areas does not fulfil at least one of the requirement	The storage areas fulfils all the requirements.	RANK 3 AND to further reduce risks least amount of stocks as practical depending on need, season, and distance to suppliers is stored. obsolete materials are stored separately in the storage area until they can be disposed of safely.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.9	Multi estate, Single plantation	4.2.2.11	The company is equipped to handle spills and possible accidents effectively (for example with absorbent material) in areas where pesticides or other hazardous chemicals are prepared or mixed for use.	Store rooms controlled by the company do not minimize the risks according to standard and due to its location represent a high risk of accidents.	Store rooms controlled by the company do not fulfil all requirements as described in the standard in order to minimize risks.	Store rooms controlled by the company are at least locked and accessible only to trained and authorised personnel, ventilated, with labelled materials and do not contain food.	Store rooms controlled by the company minimize risks according to all specifications in the requirement AND stocks are as minimal as possible.	RANK 4 AND there are additional measures to minimize risks such as contact details for emergencies, fire extinguishers, waterproof floor, concrete curbing, sloped floor, etc.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.9	Multi estate, Single plantation	4.2.2.12	Seepage into the soil or water supply is avoided in cases of spills.	Seepage into the soil or water supply is not avoided.	There are procedures to avoid seepage but they are not effective and/or not followed.	There are effective procedures in place to avoid seepage AND they are followed.	RANK 3 AND Rivers, water bodies, houses and other sensitive areas are identified in maps, communicated in advance to pilots and are always avoided.	RANK 4 AND the company warns local population of spraying times, or no pesticides or hazardous chemicals are used.	0	C
4.2.9	Multi estate, Single plantation	4.2.2.13	The company plans the spraying in such a way as to have no or very little spray solution leftover.	Workers do not follow this practice and considerable amounts of spray solution are left.	Workers do not follow this practice and considerable amounts of spray solution are left BUT the company carried out awareness activities.	No considerable amounts of spray solution are left (and stored in spraying equipment, etc or disposed).	No considerable amounts of spray solution are left (and stored in spraying equipment, etc or disposed) AND the company carried out awareness activities.	The company is a good example of Internal Management System OR no pesticides or hazardous chemicals are used.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.10	Multi estate, Single plantation	4.2.2.14	The company does not reuse empty pesticide containers for water or food storage.	Reusing pesticide containers for food/product is common practice.	No evidence of workers reusing pesticide containers for food/product but interviewed workers do not know the dangers.	There are no indications of workers reusing pesticide containers AND interviewed workers know the dangers.	RANK 3 AND Rivers, water bodies, houses and other sensitive areas are identified in maps, communicated in advance to pilots and are always avoided.	RANK 4 AND the company uses an offsite legally registered disposal company to dispose of the containers.	0	C
4.2.10	Multi estate, Single plantation	4.2.2.15	Empty pesticide containers are triple rinsed and the rinse water is used in the mix of pesticides to be applied to the crop or alternative surfaces where risks to people are minimal.	Workers do not follow these practices, dirty equipment or dirty/non-punctured empty containers can be found.	RANK 1 BUT the company carried out awareness activities.	No dirty equipment or dirty/non-punctured empty containers are found.	RANK 3 AND the company carried out awareness activities.	The company is a good example of Internal Management System, or no pesticides or hazardous chemicals are used.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.10	Multi estate, Single plantation	4.2.2.16	Once triple rinsed, empty containers are punctured and stored while awaiting disposal.	No		Storage of rinsed and punctured containers is well contained, covered and locked AND records of disposal are clear and traceable.			<b>0</b>	<b>C</b>
4.2.10	Multi estate, Single plantation	4.2.2.17	All waste equipment that has been in contact with pesticides is cleaned and stored in a way that risks are minimized.	Workers do not follow these practices, dirty equipment or dirty/non-punctured empty containers can be found.	RANK 1 BUT the company carried out awareness activities.	No dirty equipment or dirty/non-punctured empty containers are found.	RANK 3 AND the company carried out awareness activities.	The company is a good example of Internal Management System, or no pesticides or hazardous chemicals are used.	<b>0</b>	<b>C</b>
		<b>4.2.3</b>	<b>Choice of Pesticides Used</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.11	Multi estate, Single plantation	4.2.3.01	Materials on the Fairtrade International Hazardous Materials List (HML) Part 1 (Red List) are not used by the company on the Fairtrade crop(s).	The company actively promotes use of forbidden materials OR use was found in > 5% of sampled crops.	Use was found in < 5% of sampled crops BUT the company has not developed a procedure to ensure that workers do not use on the Fairtrade crops any material that appears on the Fairtrade International Prohibited Materials List.	Use was found in < 5% of sampled crops AND the company has developed a procedure to ensure that workers do not use on the Fairtrade crops any material that appears on the Fairtrade International Prohibited Materials List.	No use was detected in audit AND the company has developed a procedure to ensure that workers do not use on the Fairtrade crops any material that appears on the Fairtrade International Prohibited Materials List.	No use was detected in audit AND there is an (organic) Internal Management System that works well.	<b>0</b>	<b>M</b>
4.2.11	Multi estate, Single plantation	4.2.3.02	Only pesticides registered for use in the country are used on the Fairtrade crops.	No		Yes			<b>0</b>	<b>C</b>
4.2.11	Multi estate, Single plantation	4.2.3.03	Pesticides prohibited in the HML Part 1 (Red List) are clearly marked "Not for use on Fairtrade crops".	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.13	Multi estate, Single plantation	4.2.3.06	A documented procedure is in place to ensure that materials on the Fairtrade International HML Part 1 (Red List) are not used on the Fairtrade crop.	The company did not consider any measure.	The company has ideas of how to improve but it has not been implemented OR implemented measures but not described them in writing.	The company has implemented at least one measure on awareness raising, i.e. providing information to workers in any form AND described it in writing.	The company has implemented a series of measures (for example: awareness raising, sample internal inspections, peer-review) AND described them in writing.	There is an (organic) Internal Management System that works well.	<b>0</b>	<b>C</b>
4.2.14	Multi estate, Single plantation	4.2.3.07	Decisions to use herbicides are based on presence of weeds and lack of alternative controls.	No		Yes	The company has a policy of not using herbicides for weed control		<b>0</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.14	Multi estate, Single plantation	4.2.3.08	(Only applicable if herbicides are used) Herbicides are only one element of an integrated strategy against weeds and used in spot applications.	No		Yes	The company has a policy of not using herbicides for weed control.		<b>0</b>	<b>C</b>
Fresh fruit 4.1	Multi estate, Single plantation	4.2.3.09	(Banana) (Only applicable if herbicides are used in the production process) You have implemented the following elements of an integrated weed management approach: * Gain knowledge of the weeds that affect the productivity of the crop and of the conditions that favour and hamper the development of the weeds. * Gain knowledge of the parts of the fields where the crop is affected by the weeds. * Prevention of the spreading of the weeds by non-chemical means (labour, mechanical or thermic means) * Use of alternative control techniques, mulches or cover crops in order to control and reduce the weeds. * Application of herbicides are focused on areas where the weeds are present and affecting the crop. * No use of herbicides in canals, in buffer zones protecting rivers or watersheds, in protected or high conservation value areas or in buffer zones intended to protect people's health.	There is no documentation on the integrated weed management approach and there is no action on the conditions mentioned in this CC.	There is no documentation on the integrated weed management approach OR the actions do not cover all of the conditions mentioned in the CC.	There is a documentation on integrated weed control measures and the implementation covers all the indicators in this CC.		Rank 3 AND use of active substances is rotated.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.15	Multi estate, Single plantation	4.2.3.11	You have compiled a regularly updated list of the pesticides used and indicate which of those materials are on the Fairtrade International HML Part 1 (Red List), Part 2 (Orange List) and Part 3 (Yellow List); including at a minimum: <ul style="list-style-type: none"> <li>• Name of person who applied the pesticides;</li> <li>• Name of the active ingredient and commercial brand name and</li> <li>• Amount of pesticide used;</li> <li>• Method of application;</li> <li>• Crop on which they are used;</li> <li>• Targeted pest or disease;</li> <li>• Date and site.</li> </ul>	No records are maintained.	The records do not cover all the listed areas.	Yes		RANK 3 AND The company uses the records to analyse trends and establish goals on reduction and maximum amounts.	0	C
4.2.15	Multi estate, Single plantation	4.2.3.12	There are records of pesticide use for at least the last 12 months.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.2.12	Multi estate, Single plantation	4.2.3.14	(Applicable as of 01/01/2018) You use materials in the Orange List on Fairtrade crops only under the following conditions: a) You fulfill the specific conditions of use specified in Part 2 of the HML. b) The material is only used i) as part of avoiding pesticide resistance buildup in pests, ii) in rotation with less harmful pesticides, iii) as part of IPM that includes non-chemical control measures. c) You have developed and implemented a plan for reducing/phasing out the use of the materials. The plan includes information on - the type of material (technical name/active ingredient (a.i.), formulation (% of a.i.), commercial name), - the quantity used (spray concentration (a.i. /ha or in % or ppm etc.) and total consumed a.i./ha/year), - actions taken for reducing/phasing out the material including details of other non-chemical controls which are part of the IPM strategy.	None of the conditions is fulfilled.	Not all conditions of use are fulfilled.	All conditions for use are fulfilled.		There is a documented QMS to ensure that the conditions are met AND the phase out plan is effectively implemented.	0	C
		<b>4.3</b>	<b>Soil and Water</b>							
		<b>4.3.1</b>	<b>Handling Fertilizers</b>							
4.3.1	Multi estate, Single plantation	4.3.1.01	The company ensures that fertilizing with human sewage sludge does not take place.	No		Yes	RANK 3 AND it is not used at all in the plantation.		0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.3.2	Multi estate, Single plantation	4.3.1.02	Untreated sewage water is not used for irrigation and processing of Fairtrade crops.	No		Yes			<b>0</b>	<b>C</b>
4.3.3	Multi estate, Single plantation	4.3.1.03	The company applies fertilizers (inorganic and organic) in amounts that respond to the nutrient need of the crop.	No		Yes	The nutrient management is done on the basis of expert advice based on nutrient analysis.	RANK 4 AND the nutrient analysis is done in a regular manner, the frequency of which is set by the company.	<b>1</b>	<b>C</b>
4.3.4	Multi estate, Single plantation	4.3.1.04	The company stores fertilizers (inorganic and organic) in a way that minimizes the risk of polluting water.	No		Yes			<b>0</b>	<b>C</b>
4.3.4	Multi estate, Single plantation	4.3.1.05	The company stores fertilizers (inorganic and organic) separately from pesticides, unless the labels allow for mixed storage.	No		Except those that as per instructions in the label, no other chemicals are kept in ways that will allow mix ups.		There are separate rooms for keeping fertilizers and pesticides.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Flowers 4.3.1	Multi estate, Single plantation	4.3.1.06	(Flowers) You consult with surrounding communities regarding real and perceived risks of water pollution because of the presence of the flower farm in the area, and then work to mitigate the risks.	No consultation carried out.	Consultation carried out but no action taken to mitigate risks.	Consultation carried out AND activities have been planned to mitigate identified risks.	RANK 3 AND implementation of the activities is monitored.	RANK 4 AND effectiveness of the implemented activities is measured.	<b>3</b>	<b>D</b>
		<b>4.3.2</b>	<b>Soil Erosion</b>							
4.3.5	Multi estate, Single plantation	4.3.2.01	The company has identified land at risk of soil erosion or already eroded land.	Important erosion problems exist and the company is unaware.	Mild erosion problems exist and the company is unaware OR potential (and likely) problems cannot be identified.	The company documented (in writing or maps) existing and potential general problems in the area.		The company inspected all plantations and documented in writing existing and potential problems.	<b>3</b>	<b>D</b>
4.3.5	Multi estate, Single plantation	4.3.2.02	The company undertakes practices designed to reduce and/or prevent soil erosion caused by wind, water, and/or human or animal impact.	No		Yes			<b>3</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.3.6	Multi estate, Single plantation	4.3.2.03	The company has identified areas where groundcover is needed.	No study has been undertaken to identify such areas or there is no map.	It is visible from audit that some areas which is barren has been left out of the identified area in the map.	There is a over view map with identified area which needs groundcover r there is no explicit omissions.			<b>3</b>	<b>D</b>
4.3.6	Multi estate, Single plantation	4.3.2.04	The company has defined a timeline by when all identified areas will be covered in order to avoid bare soil.	No	The plan is not fulfilled as per timelines set.	Yes		There is a plan including timelines and actions are already taking place.	<b>3</b>	<b>D</b>
		<b>4.3.3</b>	<b>Soil Fertility</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.3.7	Multi estate, Single plantation	4.3.3.01	The company has implemented practices designed to enhance soil fertility.	No proof exists that the company has established any plan for enhancing soil fertility.	There is only a set of practices identified but is not implemented	Practices to enhance soil fertility are implemented and include internal guidelines for minimum requirements to ensure soil fertility and improved soil structure.	Practices includes short and long term measures to reduce loss in soil fertility and improve soil fertility and this includes Integrated Nutrient Management Plans.	RANK 4 AND the company has evaluated possible causes of reduced fertility or poor soil structure on any of the land under its scope where Fairtrade products are produced AND measures already take place.	<b>1</b>	<b>C</b>
		<b>4.3.4</b>	<b>Sustainable Water Sources</b>							
4.3.8	Multi estate, Single plantation	4.3.4.01	The company has evaluated possible health risks from irrigation water.	No		Yes			<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.3.8	Multi estate, Single plantation	4.3.4.02	If risks have been identified appropriate water analysis is carried out and the company acts upon the results of analysis.	No	Only the irrigation water is analysed but no action has been taken to reduce the effect of poor quality irrigation water on health.	At least one analysis per year is done for the irrigation water per source and there is at least one action taken to reduce the effect of poor quality of irrigation water on health.	RANK 3 AND frequency of water analysis is more than one in a year.	RANK 3 AND there is a quality monitoring system within the company which is certified as per international recognized environmental standards.	<b>1</b>	<b>C</b>
4.3.9	Multi estate, Single plantation	4.3.4.03	The company knows where water used in irrigation comes from.	No		Yes			<b>1</b>	<b>C</b>
4.3.9	Multi estate, Single plantation	4.3.4.04	An inventory of sources (e.g. through maps/sketches illustrating the location of water sources) is available.	There is no inventory available.	The list is incomplete or has significant omissions.	Yes			<b>1</b>	<b>C</b>



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.3.10	Multi estate, Single plantation	4.3.4.05	The company implements procedures to make efficient and rational use of water sources that include: . Prediction of volumes of water needed to irrigate the crop; . Measuring (or estimating) volumes of water extracted from sources and volumes actually used in irrigation and processing; . Providing Maintenance to the water distribution system; . Ways to recirculate, reuse and/or recycle water wherever possible.	No procedures are in place.	The procedures included do not cover all areas as per this CC.	All measures listed in this CC has been undertaken.		The water use system has been audited and certified under a recognized environmen tal standard for water use efficiency.	<b>1</b>	<b>C</b>
4.3.11	Multi estate, Single plantation	4.3.4.06	The company is informed about whether water sources are being depleted, in a critical situation or under excessive pressure.	No	The company is aware to some degree that there are water resource issues, but has not acted on this.	Yes			<b>3</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.3.11	Multi estate, Single plantation	4.3.4.07	Where water sources are being depleted, in a critical situation or under excessive pressure the company has engaged in a dialogue with the authorities or local existing initiatives in order to identify possible ways to be involved in research or solution finding.	No		Yes	The estate has volunteered to be part of study undertaken by a third party on sustainable water use in the region.		<b>3</b>	<b>D</b>
4.3.12	Multi estate, Single plantation	4.3.4.08	The company makes use of the best available technology for irrigation in order to optimize the quantities of water applied.	The company is not aware of best available technologies.	Though there are accessible technologies identified, no action on implementation is done.	The company has implemented accessible technology for increasing water use efficiency.	All water use is done using methods that has significant improvement over traditional form of irrigation or processing water use pattern.	RANK 4 AND there is a water use audit to constantly monitor water use in order to optimize water use.	<b>6</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.3.13	Multi estate, Single plantation	4.3.4.09	The company handles waste water from processing facilities in a manner that does not have a negative impact on water quality, soil health and structure or food safety.	There is waster water from processing and it possess negative impact on environmen t, health and food safety.		The waster water is handled in ways that ensure protection from harmful effect on environmen t, health and food safety.	RANK 3 AND the waste water is treated and monitored for safety on regular basis before it is disposed.		<b>3</b>	<b>C</b>
		<b>4.4</b>	<b>Waste</b>							
4.4.1	Multi estate, Single plantation	4.4.0.01	The company keeps the production site/s free of hazardous waste.	Hazardous waste is found on production site/s outside designated storage areas.	Hazardous waste is found on production site/s outside designated storage areas BUT the company carried out awareness activities.	No hazardous waste is found on production site/s (except on designated storage areas).	No hazardous waste is found on production site/s (except on designated storage areas) AND the company carried out awareness activities.	RANK 4 AND there is an (organic) Internal Manageme nt System in place that works well.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.4.1	Multi estate, Single plantation	4.4.0.02	Designated areas for disposal / storage of hazardous waste exist and are used regularly.	The company has not designated storage areas AND keep hazardous waste.	The company has not designated storage areas BUT no hazardous waste is found during the audit.	The company has designated storage areas on production site/s or at central areas where risk is minimized.	The company provides an alternative storage that minimizes risks.	The company disposes hazardous waste permanently without burning OR uses external resources that take care of disposing hazardous waste permanently without burning	1	C
4.4.1	Multi estate, Single plantation	4.4.0.03	In the absence of appropriate disposal facilities, only small amounts of hazardous waste can be incinerated in a well-ventilated area away from people, animals or crops in line with national regulation and safety recommendations.	No		Yes			1	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.4.2	Multi estate, Single plantation	4.4.0.04	The company has a waste management plan that includes strategies and timelines for waste reduction, recycling, reuse and disposal alternatives.	There is no waste management plan.	There is a waste management plan but it does not have timelines OR the plan is not implemented as per the timelines.	Yes	RANK 3 AND The organization is certified against recognized Environmental standards such as ISO 14001 for waste management.		<b>1</b>	<b>C</b>
4.4.3	Multi estate, Single plantation	4.4.0.05	The company uses organic waste in a sustainable way through the implementation of practices that allow nutrients to be recycled.	No		Yes			<b>3</b>	<b>D</b>
4.4.3	Multi estate, Single plantation	4.4.0.06	Animals are not fed with organic waste contaminated with pesticides.	No		Yes			<b>3</b>	<b>D</b>
4.4.3	Multi estate, Single plantation	4.4.0.07	Organic waste is only burned for sanitary reasons or if evidence is provided that this is a more sustainable method and if legislation or other applicable regulations allow this.	No		Yes			<b>3</b>	<b>D</b>
		<b>4.5</b>	<b>Genetically Modified Organisms (GMO)</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.5.1	Multi estate, Single plantation	4.5.0.01	The company does not intentionally use genetically engineered seed or planting stock for the Fairtrade crop(s).	More than 10 % of Fairtrade crops is GMO OR the company knowingly uses GMO seeds/planting stock.	Use of GMO is very likely to happen AND the company took no actions OR 5-10% of Fairtrade crops is GMO.	There is no system but no contamination is detected (mistakes allowed up to 5 % of crop).	RANK 3 AND with no mistakes.	RANK 4 AND there is an (organic) Internal Management System in place that works well.	<b>0</b>	<b>M</b>
4.5.1	Multi estate, Single plantation	4.5.0.02	(Only applicable if the risk assessment identifies potential risk of GMO) The company has established procedures including avoidance of parallel production of GM and Non GM crop, to ensure that genetically engineered seed or planting stock is not used for the Fairtrade crop(s) and has established practices to avoid GM contamination in seed stocks.	Known sources are not free from contamination BUT the organisation did not implement any measure.	Organisation does not know where seeds/plants are obtained OR is unaware of local risks.	Organisation generally knows where seeds/plants are obtained and sources are free from contamination AND could identify the local risks.	Organisation has prepared awareness raising programmes OR offers the tools to avoid contamination.	Organisation has prepared awareness raising programmes AND offers the tools to avoid contamination.	<b>0</b>	<b>C</b>
		<b>4.6</b>	<b>Biodiversity</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.6.1	Multi estate, Single plantation	4.6.0.01	The company avoids negative impacts on protected areas and in areas with high conservation value, within or outside the farm or production areas.	Protected or HCV areas have been totally/partly destroyed by the company (since application for certification)	The company not aware of local protected/H CV areas.	The company is aware of local protected areas and areas of high conservation value around the farm AND there are no indications of negative impact.	RANK 3 AND the company informs workers about these areas.	RANK 4 AND the company actively promotes the conservation of local protected/H CV areas.	0	C
4.6.2	Multi estate, Single plantation	4.6.0.03	The company has created and maintains buffer zones around water bodies and watershed recharge areas.	There are no buffer zones.	The buffer zones do not confirm to the requirement of the CC 4.2.2.04.	The buffer zones confirm to the requirement of the CC 4.2.2.04.	Buffer zones are respected AND company carried out awareness activities.	RANK 4 AND there is an Internal Management System in place that works well. AND they are restored with natural vegetation	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.6.2	Multi estate, Single plantation	4.6.0.04	The company has created and maintains buffer zones between production and areas of high conservation value, either protected or not.	There are no buffers zones.	The buffer zones do not confirm to the requirement of the CC 4.2.6.03.	The buffer zones confirm to the requirement of the CC 4.2.6.03.	Buffer strips are respected AND company carried out awareness activities.	RANK 4 AND ecological corridors are protected or restored with natural vegetation	0	C
4.6.2	Multi estate, Single plantation	4.6.0.05	Pesticides, other hazardous chemicals or fertilizers are not applied in buffer zones.	No		Yes			0	C
4.6.3	Multi estate, Single plantation	4.6.0.06	Any wild harvesting of Fairtrade products from uncultivated areas is done in a manner that assures the sustainability and survival of the collected species in its native habitat.	Wild harvesting of Fairtrade crop is knowingly depleting the species.	Effect on the species is unknown BUT no signs of depletion.	Wild harvesting of Fairtrade crop respects the biological cycle of the species (this knowledge can come from tradition) and no signs of depletion.	RANK 3 AND the company carried out awareness raising activities.	RANK 4 AND there is an Internal Management System that controls volumes and times of harvesting.	0	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.6.4	Multi estate, Single plantation	4.6.0.07	The company ensures that no collecting or hunting of rare or endangered species is undertaken.	No		Yes	The company is actively involved with local wild life conservation activities and monitors the health of wild life in and around the plantation.		<b>1</b>	<b>C</b>
4.6.4	Multi estate, Single plantation	4.6.0.08	The company ensures that no alien invasive species is or has been introduced.	No		Yes	The company is actively involved with local wild life conservation activities and monitors the health of wild life in and around the plantation.		<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.6.5	Multi estate, Single plantation	4.6.0.09	The company participates actively in local or regional environmental projects or has a biodiversity plan.	No	Although the plantation is involved, there is no activity in the last year.	Yes and there has been activity in the last year.	The company has sponsored or supported an environmental project in the plantation and or surrounding areas.	RANK 4 AND it includes timelines for implementation and clear goals.	<b>3</b>	<b>D</b>
4.6.6	Multi estate, Single plantation	4.6.0.10	The company evaluates the implementation of agro-forestry systems and agricultural diversification as applicable.	No study has been undertaken.	No action has been done though the study finds that agroforestry system or diversification is feasible.	There is a agro forestry system or there is agricultural diversification activity in the plantation.	There is a active programme in the plantation for improving crop diversification and increasing an agro forestry system in the plantation.	RANK 4 AND it includes timelines for implementation and clear goals.	<b>3</b>	<b>D</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.6.1	Multi estate, Single plantation	4.6.0.02	The areas used or converted to production of the Fairtrade crop comply with national legislation in relation to agricultural land use.	Protected or HCV areas have been converted to production of Fairtrade crop.	Areas converted to production of Fairtrade crop are otherwise illegally used.	There are no indications that conversion was illegal OR there is no new land converted to production of Fairtrade crop.	The company has evidence of the legal conversion to production of Fairtrade crop.	The company has evidence of the legal use and legal conversion to production of Fairtrade crop.	<b>0</b>	<b>C</b>
		<b>4.7</b>	<b>Energy and Green House Gas (GHG) Emissions</b>							
4.7.1	Multi estate, Single plantation	4.7.0.01	(Only applicable if non-renewable energy is used in processing facilities) The company keeps records of energy consumption.	No	The records do not cover all facilities in the plantation or do not have records of the last 12 months.	The records are comprehensive and are constantly updated.	There is a constant energy audit done on the plantation to reduce the use of energy.	The energy audit system is certified under a recognized accredited or legal authority.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.7.1	Multi estate, Single plantation	4.7.0.02	(Only applicable if non-renewable energy is used in processing facilities) The company takes measures to use energy more efficiently and replace non-renewable sources by renewable ones in the affected processing facilities.	No actions have been undertaken.		Actions have been undertaken.	A systematic programme based on a energy audit has been undertaken to reduce the consumption of non-renewable energy and replace with renewable sources.	The energy audit system is certified under a recognized accredited or legal authority.	<b>1</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
4.7.2	Multi estate, Single plantation	4.7.0.03	There is a study on the Green House Gas (GHG) emissions and measures have been implemented to reduce GHG emissions and increase carbon sequestration.	No	Research is available, measures have been identified but actions have not taken place.	Yes	After implementing steps to reduce GHG emissions the amount of reduction has been evaluated AND there has been action on carbon sequestration.		<b>6</b>	<b>D</b>
		5	Trade							
		5.1	Traceability							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
5.1.1	Multi estate, Single plantation	5.1.0.01	The company has clearly identified all certified products as Fairtrade in all purchase and sales documentation (e.g. invoices, delivery notes and purchase orders), including all documentation for the certified products sent to and received from any subcontractor.	Term "Fairtrade" or similar missing in all documents.	Term "Fairtrade" or similar in invoices BUT it is not possible to find a reference in other documents,	Term "Fairtrade" or similar in all invoices AND it is possible to find a reference in other documents.	Term "Fairtrade" or similar in all contracts, invoices and delivery notes AND it is possible to find a reference in other documents.	Term "Fairtrade" or similar in all contracts, invoices, B/L, delivery notes, packing lists, etc.	<b>0</b>	<b>C</b>
5.1.2	Multi estate, Single plantation	5.1.0.02	All sales records related to the Fairtrade product are kept and indicate volume sold, name of the buyer, Fairtrade International ID number of the seller and the buyer, the date of the transaction and a reference to sales documents in such a way that FLOCERT is able to link these records with the corresponding sales documents.	Records are missing.	Records exists but are incomplete.	Complete Fairtrade sales records with a reference to sales documents.	Complete records as part of a database of stock, purchases and sales but it is not up to date.	Complete records as part of a database of stock, purchases and sales and fully up to date.	<b>0</b>	<b>C</b>
FLOCERT requirement	Multi estate, Single plantation	5.1.0.03	You do not imply, directly or indirectly, that an ordinary sale is in any way associated with sales of Fairtrade certified products.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
5.1.3	Multi estate, Single plantation	5.1.0.04	(Only applicable if the company processes Fairtrade products) The company keeps records that specify the amount of product before and after processing.	The company does not know processing yields.	The company knows rough average yields but has no records.	The company creates/obtains a record showing calculated yearly average yields.	The company creates/obtains records showing real yields of each processing batch.	Rank 4 AND organisation shares real yields of each processing batch with buyer.	<b>0</b>	<b>C</b>
5.1.4	Multi estate, Single plantation	5.1.0.05	(Not applicable if the company produces and processes juice or tea and sells to operators without physical traceability)The company's Fairtrade products, when sold, are clearly identified as Fairtrade.	No		Yes			<b>0</b>	<b>C</b>
5.1.5	Multi estate, Single plantation	5.1.0.06	(Only applicable if the company also handles non-Fairtrade products) Fairtrade products are not mixed with non-Fairtrade products. Fairtrade products are transported, stored processed/manufactured and delivered separately from non-Fairtrade products.	No system to separate and mixing up indeed happens.	Mixture during processing is very likely to happen and the organisation took deficient actions.	There is a system in place to separate product even if there are small mistakes.	There is a system in place to separate product with no mistakes.	There is a physical traceability system in place to trace back product with no mistakes.	<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
5.1.6	Multi estate, Single plantation	5.1.0.07	(Fruit Juices & Pulp/Puree, Tea) (Applicable to Mass Balance for processing) The amount of outputs (final products) sold as Fairtrade are equivalent to the amount of inputs produced as Fairtrade taking into account the processing yields and all losses.	There are estimated excessive sales by more than 10% OR there is no system that allows calculations	There are estimated excessive sales by 1-10%.	No excessive sales except possible mistakes estimated up to 1% of sales.	No excessive sales with no mistakes.	No mix up of product and no mistakes AND compliant with sourcing record system.	0	C
5.1.6	Multi estate, Single plantation	5.1.0.08	(Fruit Juices & Pulp/Puree, Tea) (Applicable to Single Site Mass Balance) Fairtrade inputs are delivered to and processed at the same site where the Fairtrade output is processed.	No		Yes			0	C
5.1.6	Multi estate, Single plantation	5.1.0.09	(Fruit Juices & Pulp/Puree, Tea) (Applicable to Mass Balance for processing) Fairtrade inputs are of the same kind and quality as the inputs used to process the Fairtrade output (like for like).	No		Yes			0	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
5.1.6	Multi estate, Single plantation	5.1.0.10	(Fruit Juices & Pulp/Puree, Tea) (Applicable if you sell fruit juice & pulp/puree and tea as physically traceable to traders that have physical traceability in place) You physically separate the product during processing. These products, when sold, are identified as a Fairtrade product with physical traceability on the packaging as well as the related documentation (e.g. purchase invoices, etc.).	No system to separate and mixing up indeed happens.	Mixture during processing is very likely to happen and the organisation took deficient actions.	There is a system in place to separate product even if there are small mistakes. The products are identified as physically traceable at least through the lot numbers.	There is a system in place to separate product with no mistakes. The products are identified as physically traceable on the invoices and on the product.	There is a physical traceability system in place to trace back product with no mistakes. The products are identified as physically traceable on the invoices and on the product.	<b>0</b>	<b>C</b>
Herbs and Herbal Teas 5.1.1	Multi estate, Single plantation	5.1.0.11	(Herbs and Herbal Teas) Dried herbs grown by the company are only used for tea products and when sold are clearly marked as "eligible for tea products only", on the product itself as well as on accompanying sales documentation.	No		Yes			<b>0</b>	<b>C</b>
TS 2.2.1	Multi estate, Single plantation	5.1.0.12	(Only applicable if food composite products are sold) Food composite products contain as many certified ingredients as available unless you have been granted a valid exception.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
GTS 2.2.2	Multi estate, Single plantation	5.1.0.13	(Only applicable if food composite products are sold) Food composite products contain at least 20% Fairtrade content. The percentages are calculated as follows: Products with ≤50% added water or dairy •Normal weight/volume of the Fairtrade ingredient/s relative to the total weight/volume of all the initial ingredients before processing. The unit of measurement used to calculate the % should be the same unit of measurement as used on the pack. This type of product category includes fresh juices but not juices from concentrate. Products with >50% added water or dairy •Same as above, but excluding all added water and/or dairy.	No		Yes			0	C
TS 2.2.3	Multi estate, Single plantation	5.1.0.14	(Only applicable if finished food composite products are sold) You declare the minimum percentage of Fairtrade content on the back of the pack, unless this contradicts national law.	No		Yes			0	C
5.1.4	Multi estate, Single plantation	5.1.0.17	(Additional Entity) (If you process fruit juices & pulp/puree or tea this requirement only applies if your operator implements physical traceability) You identify Fairtrade products as Fairtrade at all stages (e.g. storage, transport, processing, packaging, labelling and handling) as well as in all related records and documents through on-product lot numbers and/or identification marks.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
TS 2.1.7	Multi estate, Single plantation	5.1.0.18	(Additional Entity) You ensure that when combining physically and non-physically traceable ingredients in Fairtrade composite products, the Fairtrade physically traceable ingredients comply with the physical traceability requirements. If for technical reasons this is not possible, the certified entity applied for an exception with the certification body.	No system to separate and mixing up indeed happens.	Mixture during processing is very likely to happen and the organisation took deficient actions.	There is a system in place to separate product even if there are small mistakes.	There is a system in place to separate product with no mistakes.	There is a physical traceability system in place to trace back product with no mistakes.	0	C
5.1.6	Multi estate, Single plantation	5.1.0.19	(Fruit Juices & Pulp/Puree, Tea) (Applicable to Mass Balance for processing) The amount of outputs (final products) delivered as Fairtrade are equivalent to the amount of inputs produced as Fairtrade taking into account the processing yields and all losses.	No		Yes			0	C
TS 1.1.4	Multi estate, Single plantation	5.1.0.20	You only sell products as Fairtrade to traders with a valid permission to trade or certification for the relevant product category issued by FLOCERT.	No		Yes			0	C
Vegetables 5.1.2	Multi estate, Single plantation	5.1.0.21	(Vegetables) (Applicable to companies in Africa except Northern Africa) You source at least 20% of the volume of your total Fairtrade vegetable sales from Fairtrade certified Small Producer Organizations. In case you are not able to do so, you provide evidence to the certification body why this is not possible.	No sourcing from SPOs.	Less than 20 % sourced from SPOs	At least 20% sourced from SPOs OR acceptable evidence for not being able to do so.		More than 20% sourced from SPOs.	0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Fresh Fruit 5.1.1	Multi estate, Single plantation	5.1.0.22	(Applicable to Banana) ( Applicable to all Fresh Fruit as of 1 January 2019) You indicate the packing station and the date of packing on each box of fruit for export.	No		Yes			0	C
FLOCERT Requirement	Multi estate, Single plantation	5.1.0.23	(Fruit Juices & Pulp/Puree, Tea) (Applicable only if you are selling raw material and/or semi-finished products) You indicate in your sales documentation whether the product was segregated (physically traceable) or traded under mass balance.	No indication can be found in the sales documentat ion (contract or invoice, or delivery note).		A clear indication can be found in the sales documentat ion (contract or invoice or delivery note).			0	C
FLOCERT Requirement	Multi estate, Single plantation	5.1.0.24	(Fruit Juices & Pulp/Puree, Tea) You have notified FLOCERT in writing of your intention to apply voluntary physical traceability prior to implementation, and you are compliant with the respective requirements.	No written notification sent to FLOCERT prior to implementa tion OR not compliant with respective requirement s.		Written notification sent to FLOCERT prior to implementa tion AND compliant with respective requirement s.			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
FTS 2.1.7	Multi estate, Single plantation	5.1.0.25	You ensure that when combining physically and non-physically traceable ingredients in Fairtrade composite products, the Fairtrade physically traceable ingredients comply with the physical traceability requirements. If for technical reasons this is not possible, you have applied for an exception with the certification body.	No system to separate and mixing up indeed happens.	Mixture during processing is very likely to happen and the organisation took deficient actions.	There is a system in place to separate product even if there are small mistakes.	There is a system in place to separate product with no mistakes.	There is a physical traceability system in place to trace back product with no mistakes.	<b>0</b>	<b>C</b>
FLOCERT Requirement	Multi estate, Single plantation	5.1.0.26	(Applicable only if you are selling Fairtrade food composite ingredients) You indicate in your sales documentation under which program (food composite ingredients: ATCB or FSI) the product is traded.	No indication can be found in the sales documentation (contract, or invoice, or delivery note).		A clear indication can be found in the sales documentation (contract, or invoice, or delivery note).			<b>0</b>	<b>C</b>
		<b>5.2</b>	<b>Sourcing</b>							
5.2.1	Multi estate, Single plantation	5.2.0.01	(Only applicable to newly certified producers) Only products produced at maximum one year before certification are sold as Fairtrade.	No		Yes			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Vegetables 5.2.2	Multi estate, Single plantation	5.2.0.02	<p>(Vegetables) (Applicable to companies in Africa except Northern Africa that source from Small Producer Organizations)</p> <p>You sign a purchase contract for Fairtrade products with the Small Producer Organization that at least includes the following:</p> <ul style="list-style-type: none"> <li>• FLO IDs of operators</li> <li>• Reference to Fairtrade as an integral part of the contract</li> <li>• Date of the contract</li> <li>• Duration of the contract</li> <li>• Product description</li> <li>• Specific Fairtrade Price and Premium for each product</li> <li>• Payment terms for Fairtrade Price and Premium</li> <li>• Volumes of Fairtrade products (minimum and maximum or fixed volume)</li> <li>• Description of pre-finance mechanisms, if any</li> <li>• Procedures in case of quality problems</li> <li>• Deductions from price, if any</li> </ul>	No written purchase contracts existing.	Written purchase contracts exist BUT are incomplete or not countersigned.	Written, signed and complete purchase contracts exist.			<b>0</b>	<b>C</b>
		<b>5.3</b>	<b>Contracts</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
5.3.1	Multi estate, Single plantation	5.3.0.01	The company ensures that all elements of the Fairtrade transactions fixed in the contract, including the Fairtrade price, are honoured unless both parties agree to a change.	The contract (or any agreed changes to the contract, ) has not been honored AND has not consented to the arbitration process agreed in the contract OR the company has rejected the result of the arbitration process		Contracts are honoured OR in case of any disputes, the dispute resolution mechanism has been/is being used to solve the conflict.			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
5.3.2	Multi estate, Single plantation	5.3.0.02	(Only applicable if you were suspended since the last audit and/or any of your buyers was suspended) You do not sign new Fairtrade contracts if you are suspended OR sign new contracts with suspended trade partners. However, you have fulfilled existing Fairtrade contracts during the suspension period. For existing trade partners (buyers) with whom you have had at least one Fairtrade business transaction in the 12 months preceding the suspension, you are allowed to sign new contracts within the suspension period. The volume (of new contracts signed during the suspension period), however, is limited to 50% of the total volume (with each partner) traded in the 12 months preceding the suspension.	The company exceeded volume of allowed during suspension OR signed contracts with new trade partners.		The company has neither exceeded volumes allowed during suspension NOR signed contracts with new trade partners.			0	C
5.3.3	Multi estate, Single plantation	5.3.0.03	(Only applicable if the company or its Fairtrade buyer has been decertified) The company has stopped trading any Fairtrade products from the date of decertification even if it had signed Fairtrade contracts.	The company knowingly sold as Fairtrade to a decertified buyer.	The company sold as non-Fairtrade and did not remove Fairtrade marks OR was not properly informed and sold as Fairtrade to a decertified buyer.	The company sold as non-Fairtrade and did not change written contract but removed Fairtrade marks.		The company sold as non-Fairtrade, removed Fairtrade marks and cancelled Fairtrade contract.	0	C



Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
5.3.4	Multi estate, Single plantation	5.3.0.04	You sign binding purchase contracts provided by your buyers, that are in line with Fairtrade requirements. Unless otherwise stated in the product Standards, contracts clearly indicate at least : agreed volumes, quality, price (Fairtrade Minimum Price or market price, whichever is higher), payment terms, and delivery conditions. All contracts between producers and Fairtrade payers or conveyors stipulate a mechanism to resolve conflicts separate from jurisdiction agreed by both parties.	No written purchase contract or purchase order for Fairtrade products exists OR not signed by organization		Written and complete purchase contract or purchase order exists AND is confirmed by producer (purchase order) or countersigned by organization			0	C
5.3.1	Multi estate, Single plantation	5.3.0.05	In case new Fairtrade prices are published you fulfill the contracts signed prior to the new validity date at the price agreed in the contract.	No		Yes OR there was a mutual agreement with the buyer.			0	C
Flowers and Plants 5.2.1	Multi estate, Single plantation	5.3.0.21	(Flowers and plants) If sourcing plans serve as contracts between company and buyer, as a minimum they clearly indicate the quality, price, payment terms, delivery conditions and estimated volumes.	No		Yes			0	C
		<b>5.4</b>	<b>Use of Fairtrade Trademark</b>							

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
5.4.1	Multi estate, Single plantation	5.4.0.01	Fairtrade International is contacted at artwork@fairtrade.net for approval for the use of the FAIRTRADE Mark on wholesale packaging or external promotional material (such as brochures, websites or invoices for Fairtrade products).	No		Yes			0	C
5.4.2	Multi estate, Single plantation	5.4.0.02	If the company produces finished Fairtrade products and sell them to consumers under its own brand name with any FAIRTRADE Mark, the company has signed a contract with Fairtrade International or with a National Fairtrade Organization.	No		Yes			0	C
FLOCERT requirement	Multi estate, Single plantation	5.4.0.03	(Applicable if you are packing for a licensee) You have a copy of the applicable artwork approval.	No		Yes			0	C
Vegetables 5.4.3	Multi estate, Single plantation	5.4.0.04	(Vegetables) (Applicable to companies in Africa except Northern Africa) You pay at least the relevant market price or the Fairtrade Minimum Price (as defined in the Fairtrade pricing database) to the Small Producer Organization – whichever is higher. If the price you pay for the Fairtrade product significantly deviates from the relevant market price, you are able to provide a rationale/justification.	Prices below market and minimum price are paid.	Price significantly below market price but above FMP AND no justification provided.	The higher price is paid OR an acceptable justification has been provided for a price below market price.			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Vegetables 5.4.4	Multi estate, Single plantation	5.4.0.05	(Vegetables) (Applicable to companies in Africa except Northern Africa) You pay the Fairtrade Premium to the Small Producer Organization, if the Fairtrade Premium is conveyed via your company. No discounts are allowed to be made from the Fairtrade Premium payment.	No payment (conveying) of Fairtrade Premium OR application of discounts to Fairtrade Premium payments.	Incomplete payment (conveying) of Fairtrade Premium.	Payment (conveying) of Fairtrade Premium AND no application of discounts to Fairtrade Premium payments.			0	C
Vegetables 5.4.4	Multi estate, Single plantation	5.4.0.06	(Vegetables) (Applicable to companies in Africa except Northern Africa) In case the Fairtrade Premium you receive from the Fairtrade Premium payer was set for a different product form than the one you are buying, you apply a conversion ratio in order to calculate the premium due. Calculations are fair, transparent and shared with the Small Producer Organization.	No application of conversion rate.	Application of conversion rate BUT calculations are not fair, transparent and shared with producer.	Application of conversion rate AND calculations are fair, transparent and shared with producer.			0	C
Vegetables 5.4.5	Multi estate, Single plantation	5.4.0.07	(Vegetables)(Applicable to companies in Africa except Northern Africa) Price payments are made within seven calendar days after delivery of the product.	No		Yes			0	C
Vegetables 5.4.6	Multi estate, Single plantation	5.4.0.08	(Vegetables) (Applicable to companies in Africa except Northern Africa) The correct amount of Fairtrade Premium is passed on to the Small Producer Organization within seven calendar days after receipt of the payment from the Fairtrade payer.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Vegetables 5.4.7	Multi estate, Single plantation	5.4.0.09	(Vegetables) (Applicable to companies in Africa except Northern Africa) Any deductions made from the price - for example as a result of the provision of credit, inputs, or services - have been made clear to the Small Producer Organization in advance of the production cycle, and are included in the Fairtrade contract.	Producer is not informed about deductions nor are they included in the contract.	Producer is informed about deductions but the information is not clear OR it is not included in the contract.	Deductions made are clearly communicated and documented in the contract.			<b>0</b>	<b>C</b>
		<b>5.5</b>	<b>Pricing</b>							
		<b>5.5.1</b>	<b>Payment Terms</b>							
TS 4.3.2	Multi estate, Single plantation	5.5.1.04	(Applicable if the company sells under its own brand as a Licensee) The company ensures that the correct amount of Fairtrade Premium as stipulated in the Fairtrade price and Fairtrade Premium table is paid to the Fairtrade Premium Committee (FPC) bank account within 15 calendar days after receipt from buyer.	No		Yes			<b>1</b>	<b>M</b>
Sports Balls 5.5.3	Multi estate, Single plantation	5.5.1.08	(Sports Balls) (Applicable if Compliance Costs Compensation is invoiced to cover the cost of complying with Fairtrade Standards) The Compliance Costs Compensation does not exceed 5 % of the negotiated price and is invoiced separately from the negotiated Price and the Fairtrade Premium.	Compliance costs compensation exceeds 5 % of the negotiated price AND is not invoiced separately.	Compliance costs compensation exceeds 5 % of the negotiated price OR is not invoiced separately.	Compliance costs compensation does not exceed 5 % of the negotiated price AND is invoiced separately.			<b>0</b>	<b>C</b>

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Sports Balls 5.5.4	Multi estate, Single plantation	5.5.1.09	(Sports Balls) (Applicable if Compliance Costs Compensation is invoiced) You document how the Compliance Costs Compensation has been used, for example investments for developing and maintaining monitoring and inspection systems, additional administration costs to maintain standard compliance, etc.	Compliance costs usage not documented OR there is evidence that it was used for other purposes than covering cost of compliance.	Compliance costs usage not properly documented BUT there are indications that it is used for costs of compliance.	Compliance costs usage is documented AND there is evidence that it is used for costs of compliance.			0	C
		<b>5.6</b>	<b>Additional Requirements</b>							
		<b>5.6.1</b>	<b>Quality Claims</b>							
Fresh Fruit 5.5.7	Multi estate, Single plantation	5.6.1.01	(Fresh Fruit) (Only applicable in case of quality claims) If you do not accept refusal of the fruit, you notify the buyer (or ripener) in writing that you will arrange a counter inspection by an authorised surveyor within 2 working days after receiving your buyer's (or ripener's) quality claim.	The buyer has not been informed	The buyer has been informed more than 2 working days after receiving the quality claim.	The buyer has been informed on time.			0	C
Fresh Fruit 5.5.7	Multi estate, Single plantation	5.6.1.02	(Fresh Fruit) (Only applicable in case of quality claims) If you do not accept refusal of the fruit, you have contracted and paid the authorised surveyor, unless you and the party reporting the quality claim have agreed otherwise.	No		Yes			0	C

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
Fresh Fruit 5.5.9	Multi estate, Single plantation	5.6.1.03	(Fresh Fruit) (Only applicable in case of quality claims) You accept the results of the authorised independent surveyors as binding and the ultimate basis of settlement of any dispute over the quality of the fruit.	No		Yes			0	C
		<b>5.7</b>	<b>Product Composition</b>							
		<b>5.7.1</b>	<b>Flower Bouquet Composition</b>							
Flowers 1.2.1	Multi estate, Single plantation	5.7.1.01	(Flowers) (Applicable also if you are packing for a licensee) You ensure that all the flowers and plants to be sold as Fairtrade are Fairtrade certified. For bouquets, you ensure they contain as many Fairtrade fillers and flowers as available. Non-certified flowers and fillers which are not available as Fairtrade can be included in a Fairtrade bouquet not exceeding 50% of the total number of stems.	No		Yes	Rank 3 AND non-Fairtrade flowers are locally sourced.		0	C
		9	<b>Follow up Audit</b>							
		<b>9.1</b>	<b>Follow up Audit Information - Generic</b>							
	Multi estate, Single plantation	9.1.1	As a result of the evaluation decision on non-conformities and corrective measures for the last Fairtrade audit, a follow up audit is conducted in order to verify implementation of the corrective measures (objective evidences) onsite. The audit order number (AO-xxxxx) of the original Fairtrade audit is noted in the NC text field for reference.			Yes. Number of the original Fairtrade audit is:			0	F

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
	Multi estate, Single plantation	9.1.2	All objective evidences (OEs) (to be verified during the Follow up audit) have been reviewed.  In the contrary case mark the missing NCs in the Follow up xls and note the reason in the start tab of the Ecert audit order, field: "Deviation from audit procedure / Tors"	No		Yes			0	F
		<b>9.2</b>	<b>Status of CM/OE- Result of Follow up Audit</b>							
	Multi estate, Single plantation	9.2.1	All corrective measures (CMs) were implemented successfully / status of all required objective evidences (OEs) is 'fulfilled'	No. None of the corrective measures (CMs) were implemented / status of all required objective evidences (OEs) 'Not fulfilled'.	No. Only some of the corrective measures (CMs) were implemented and/or CMs were implemented partially only.	Yes. All corrective measures (CMs) were implemented successfully / status of all required objective evidences (OEs) is 'fulfilled'			0	F
	Multi estate, Single plantation	9.2.2	The Excel list of all corrective measures (CMs) / objective evidence (OEs) to be verified during this Follow up audit is attached to the Ecert audit order. It includes the individual result for each OE as assessed during the Follow up audit and was explained to the customer during the closing meeting. (If 'No' state reason / explanation in NC text field)	No, because...		Yes			0	F

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
	Multi estate, Single plantation	9.2.3	(Applicable if the follow up audit is a consequence of a suspension decision) The suspension rules are complied with by the customer.	No		Yes			0	F
		<b>9.3</b>	<b>Reason for Follow up Audit</b>							
	Multi estate, Single plantation	9.3.1	Reason for follow up audit	The reason for the follow up audit was a Major NC	The reason for the follow up audit was a high number of NCs.	The follow up audit was due to another reason: state the reason in the NC text.			0	F
		<b>10</b>	<b>Combined Audit</b>							
		<b>10.1</b>	<b>Combined Audit with Another Scope</b>							
	Multi estate, Single plantation	10.1.1	The Fairtrade audit was a combined audit with another certification/verification scope. (if yes, please document the scope in the comment field).						0	