



FOR LIFE

Certification standard
for Corporate Social Responsibility

Version - April 2019

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Prologue

The standard is published on www.fairforlife.org

It is accompanied by two documents:

- The For Life certification process
- The Fair for Life and For Life Procedure for Scheme revision

The original version and the reference version for this document is the English version.

In March 2016, the Fair for Life Standard began the process of a particularly important revision. Different stakeholders (certified operations, fair trade promotion organizations, consumer associations, etc.) were consulted through various modalities and stages, including through the Fair for Life and For Life multi-stakeholder Scheme Committee. The whole revision process resulted in the publication of the February 2017 version.

One of the major outputs of this revision is that the “Fair for Life Social and Fair Trade Certification Programme” is now divided into two separate standards:

- 1) The For Life Standard, for “Corporate Social Responsibility” certification
- 2) The Fair for Life Standard, for “Fair Trade and Responsible supply-chains” certification,

The two standards share common criteria, related to social and environmental responsibility.

Note that the links between the Fair for Life and For Life schemes have been identified using the below colour code on the first row of each table of criteria:

- *Black font: Common to both schemes;*
- *Blue font: Specific to For Life;*
- *Green font: Common to both schemes, but applicable to different types of operations according to the scheme.*

In October 2018, the Fair for Life and For Life Scheme Committee was called upon to discuss about modifications proposed by the standard holder in order to improve the applicability, significance and practicality of the standard.

The consultation resulted in the publication of this version of the For Life Standard. It is valid from 1st April 2019 and supersedes all previous versions. There will be transition periods for complying with the new or modified requirements as defined by the Certification Body.

INTRODUCTION

For Life's Vision

A world where companies and organizations are committed to continuous improvement in the well-being of the people involved in their activities.

Producers, processors, traders, retailers are progressing in the same direction: raising the bar of labour and environmental conditions, and promoting sustainable development both locally and down their supply-chains.

They can easily identify partners who share the same values and manage corporate social responsibility in their daily operations.

For Life's Mission

Provide a framework within which each actor can make corporate social responsibility principles a reality by:

- 1) Defining clear requirements in order to characterize corporate social responsibility;
- 2) Guaranteeing the sound and efficient control of these requirements, all while offering a flexible approach capable of adapting to local contexts, cultures and traditions;
- 3) Ensuring that the public receives truthful information about these requirements and the efforts made to implement them.

For Life's Objectives

- 1) Combine evaluation of conformity and evaluation of performance, ensuring a solid basis of requirements, while at the same time supporting the efforts of the most dynamic companies and organizations;
- 2) Provide an option for companies world-wide to demonstrate to ethically responsible buyers their respect of labour rights, good working conditions and responsible environmental practices;
- 3) Guarantee that good practices are in place at all stages of a supply-chain with: standards adapted to producer groups, single farms/estates, processing companies, trading companies, etc.;
- 4) Guarantee that companies and organizations are truly committed to Corporate Social Responsibility: external verification that a policy to continuously improve impacts at internal and external levels is adequately defined and implemented.

Scope and Supervision Systems

> CONCERNED SECTORS AND PRODUCTS

The For Life Standard is primarily intended to certify companies. As an option, products can also be certified.

Applicants must be involved in production, processing or trade of products derived from either:

- Natural raw materials (crops, wild plants, livestock products, beekeeping products, aquaculture, sea salt, etc.), except those from mining or those corresponding to Threatened or Endangered species;
- Materials used in handicraft (the materials may vary, but can never come from Threatened or Endangered species; non-recycled metallic materials; leather treated with harmful products; parts of archaeological or historical monuments)

As an option, and under specific conditions, the following product groups, originating from the abovementioned materials, can be certified under the scheme:

- Food products
- Cosmetic and beauty products
- Textiles
- Artisanal products
- Other products such as detergents and home perfumes

Note that restrictions apply to certain specific sectors / industries:

- *Aquaculture*
- *Fisheries*
- *Industrial textile*
- *Detergents, home perfumes or sectors related to product groups that are not listed above*

For such sectors / industries, certifications according to recognized environmental standards are requested. For more details, please refer to section 3.0 “Other Proofs of Environmental Compliance”.

> ELIGIBILITY CHECK

A specific chapter in the standard defines additional pre-requisites that need to be respected by the companies / organizations prior to their application. These conditions are linked to their core values and strategies. Please refer to Section “Eligible Values and Strategies”.

> WHO MUST BE CERTIFIED?

For product certification, two supervision systems (certification and registration) co-exist in the For Life Standard, depending on the position and role of the company / organization in the supply-chain. As a general rule:

- Key operations must be **certified**, i.e. subject to regular physical audits: Producer Operations; Brand Holders
- Non-key operations must be **registered**, i.e. exempted regular from physical audits: Subcontractors; Intermediate traders

*Depending on risk / activity levels, and in certain specific cases, some adjustments of this general rule can be made.

The ‘*For Life Certification Process*’ document outlines each supervision system, its implications in terms of control modalities, as well as possible exemptions.

Reference to Other Standards

Requirements regarding fundamental rights for workers are based on the ILO core conventions.

The Standard adopts a recognition approach towards other existing certification schemes, wherever the latter cover the same overall principles of social and environmental good practices and the control measures applied are comparable.

Reference is made to the following standards:

- ILO international conventions
- FLO Fairtrade standards
- Fair Trade USA standards
- Fair Wild standards
- Small Producers' Symbol standard (SPP)
- Ecosocial IBD standards
- Naturland Fair standards
- Evaluation systems based on ISO 26000 guidelines
- SA 8000 standards
- ETI Base Codes
- Rainforest Alliance Sustainable Agriculture Standards
- UTZ standard
- National and European organic regulations
- GLOBALGAP
- Global Organic Textile Standard (GOTS)
- Cosmetic Organic Standard (COSMOS)
- Aquaculture Stewardship Council Standards (ASC)
- Marine Stewardship Council Standards (MSC)

Organization of this Standard

> CHAPTERS

After a specific section related to the eligibility check, the standard is divided into 8 chapters presenting the standard requirements:

- 1) CSR Policy Management
- 2) Social Responsibility
- 3) Environmental Responsibility
- 4) Local Impact
- 5) CSR in Supply-Chain Management
- 6) Empowerment
- 7) Respect for the Consumer
- 8) Managing Certification and Performance

> SUB-CHAPTERS

Each chapter is organized into sub-chapters. Each sub-chapter:

- corresponds to one standard principle;
- contains the criteria against which an operation will be assessed during the For Life audit as the basis for certification.

> REQUIREMENTS AND PERFORMANCE

The criteria are organized in the following way:

1) Different levels of criteria

KO	If not met, these criteria jeopardize the certificate with immediate effect.
MUST	If not met, rapid correction measures are expected. According to the criteria, MUST requirements must be met from Year 0 (i.e. before the initial audit), 1 (i.e. before first certification), 2, 3 or 4.
BONUS	These criteria are optional but enable the Operation to achieve better performance

2) Scores per criteria

Each criterion describes the norm for good practice (rating = 2), and is evaluated on a scale that can range from 0 to 4:

0	Very poor performance / not compliant at all
1	Not yet sufficient but already positive developments towards the norm for good practice
2	Defined as the norm for good practice
3	Voluntary performance higher than norm, beyond the norm for good practice
4	Exceptionally high performance; outstanding, far beyond the norm for good practice

Detailed information to understand the certification requirements and the rating system are included in the separate document *“For Life Certification Process”*.

› CONSIDERATION OF THE SIZE OF THE ENTITIES

Depending on the size of the entities considered, the criteria may vary. One entity is defined as a separate physical or legal person (e.g. a farmer, a processing company, a trading company, etc.). Therefore, it can be composed of more than one site (e.g. two factories belonging to the same company, two plots belonging to the same farmer, etc.). In such cases, all sites composing the entity are aggregated to assess the size of the entity. See ELIG-10 for details and possible exemptions.

Three size categories are used:

	Number of Permanent workers hired	Total number of workers hired anytime (permanent + temporary workers)
Small-sized entities (S)	Less than 5 workers	Less than 25 workers
Medium-sized entities (M)	Less than 25 workers	Less than 80 workers
Large-sized entities (L)	All other situations	

In exceptional circumstances, other definitions can be introduced, based on detailed justification and after confirmation during initial audit. In such cases, other factors than the abovementioned could be considered, such as the income of the owner of the entity, the source of its capital, the mechanization level, etc.

› CONSIDERATION OF THE POSITION IN SUPPLY-CHAIN

Some requirements will be different depending on the position of the operation in the supply-chain (e.g. Producer Operation, Intermediate Trader, Brand Holder). This is specified for each criterion.

› CONSIDERATION OF THE ACTIVITY

If no processing or farming activities are performed at the entity / site level (office only), some requirements may not apply. This is specified for each criterion.

› PRESENTATION OF THE CRITERIA

Each set of criteria is organized as follows:

Operations concerned		Specifies to which type of Operation these requirements are applicable, e.g. Producer Operation, Brand Holders, etc.							
Additional clarification		Gives details on the type of activities concerned (e.g. processing / farming, etc.).							
Level	Ref.	Key-words	Requirement	Clarification / Guidance	Max. Points	S	M	L	O
Indicates the type of criteria, e.g. KO, MUST Year 1, etc.	Reference number, e.g. SOC-1	Key-works / criteria title	Description of the norm for good practice (Rating = 2)	<i>Interpretation, intent, or further details</i>	Maximum number of Points, e.g. "4"	Define whether the criteria apply to all sizes of entities (Small -S-, Medium -M- or Large -L-), or to some specific sizes only. It also indicates whether they apply to office premises ("O") or not.			



ELIGIBLE VALUES AND STRATEGIES

› WHAT IS THE ELIGIBILITY CHECK?

The eligibility check is a verification ensuring that specific prerequisites – corresponding to defined eligibility criteria – are respected before and after application.

The eligibility criteria address particularly important topics, related to the core values and strategies of the applicants.

The general intent of the eligibility check is to ensure that companies / organizations have a genuine interest for and commitment to ethical objectives.

The eligibility criteria will be checked:

- Before formalizing the contract with the Control Body (CB);
- During the initial audit, in order to crosscheck the information and to confirm the eligibility;
- During surveillance audits, particularly if there are some changes in terms of project setting / company governance (e.g. sale of a company to a foreign group, etc.).

In case of doubts on the level of engagement / commitment of some large operations (in number of workers, or part of a large corporation), the CB may:

1. Request some recommendations from external stakeholders
And/or
2. Make a formal stakeholder consultation

Information received in this process will be included in the overall assessment of the operation's eligibility not only before, but also after application.

Eligibility of the Applicant

Practices of the concerned companies / organizations or those of affiliated bodies shall not have proved to be incoherent and conflicting with the core values set by the standard. Therefore, all Operations must demonstrate their adherence to social, environmental and ethical values at corporate level, and that certification will not be used as a cover for unethical practices.

Operations concerned			All Operations	
Level	Ref.	Key words	Criteria	Clarification / Guidance
MUST Year 0	ELIG-1	Coherent commitment	The commitment of the applicant in an ethical certification is consistent with its existing values and strategies.	<i>The applicant will submit a brief description of its company / organization's values / strategies with regard to Social and Environmental Responsibility, and, if existing, his Corporate Social Responsibility policy.</i>
MUST Year 0	ELIG-2	History - Company level	Applicant company/organization has not been accused and/or found responsible (with material information/evidence, including subpoena) for substantial ethical or environmental violations in the past 10 years OR it has implemented considerable and adapted efforts to: <ul style="list-style-type: none"> - repair the damages caused - avoid that they occur again - diminish their impacts. 	<i>Substantial ethical or environmental violations: Land grabbing, frauds, ecosystem destruction, human right violations, clearly unethical business practices*, etc. For deforestation, see also ENV-20. If any accusations, the sources, severity of accusations, responses, will be evaluated in detail.</i> <i>* This covers, in particular, systematic acts of enticement of the employees of a competing undertaking, corruption and industrial espionage.</i>

Operations concerned			All Operations – Corporate groups	
Additional clarifications			The below criteria apply if the Operation is part of a corporate group.	
Level	Ref.	Key words	Criteria	Clarification, guidance
MUST Year 0	ELIG-3	History – Corporate Group level	Its affiliated companies (Holding/owner companies, own subsidiaries, sister companies) have not been accused and/or found responsible for any substantial ethical or environmental violations in the past 10 years OR they have implemented considerable and adapted efforts to: <ul style="list-style-type: none"> - repair the damages caused - avoid that they occur again - diminish their impacts. 	<i>Substantial ethical or environmental violations: Land grabbing, frauds, ecosystem destruction, human right violations, clearly unethical business practices*, etc. If any accusations, the sources, severity of accusations, responses, will be evaluated in detail.</i> <i>* This covers, in particular, systematic acts of enticement of the employees of a competing undertaking, corruption and industrial espionage.</i>
MUST Year 0	ELIG-4	Claims	There are no indications that claims with regard to the concerned certified operations will be misused for "ethical" claims on group or group subsidiary level.	
MUST Year 0	ELIG-5	Record of high standards	If the group company hires more than 2000 employees worldwide, it has a record of high standards and good reputation with regard to social responsibility and environmental stewardship.	

Position with Regards to Organic Farming

The For Life approach strongly encourages farmers to transition to organic farming in order to:

- Be healthier and safer for both the people working on the farm and the consumers;
- Limit the pollution of the environment by chemicals.

Therefore, non-organic certified Producer operations shall have clear ecological targets in order to reduce their impacts on the environment and on human health.

Operations concerned			Producer Operations – Conventional	
Additional clarifications			The below eligibility criterion applies to Producer Operations involved in farming or wild collection activities but are not certified organic OR not in transition towards organic farming.	
Level	Ref.	Key words	Criteria	Clarification / Guidance
MUST Year 0	ELIG-9	Conventional production	<p>The Producer Operation shall:</p> <ol style="list-style-type: none"> 1) justify the fact that it is not Organic certified; and 2) provide a plan to reach organic certification within a defined timeframe; or 3) provide a 3 years' environmental plan to move towards more environmentally sustainable practices (see guidance). Higher improvements and commitments will be expected from the largest operations. <p>The implementation of these plans (2 or 3) will be followed up every 3 years, together with more specific plans linked to the reduction of the use of synthetic agrochemicals (see ENV-30 and ENV-31).</p> <p>Their implementation shall be covered by the Internal standard (see MAN-14) and followed-up through the ICS (see MAN-15 to 18).</p>	<p><i>This plan shall include clear targets in order to:</i></p> <ul style="list-style-type: none"> - <i>Minimize the environmental impacts of farming practices, and increase the level of sustainability of the production system;</i> - <i>Implement management practices for agrochemicals that sustain good quality of life for the farmers, the workers and the local population.</i>

Corporate Commitment

In order to ensure overall coherence of entities' actions and policies, as a general rule:

- 1) All the sites under the responsibility of a given entity (legal / physical person) are normally included in the certification scope, so that the management of social and environmental aspects can be checked for all workers and all sites (see ELIG-10 for possible exemptions);
- 2) If, for a given entity A, all or part of the management (particularly human resources management) is done by another separate entity B (e.g. mother company), all necessary elements from entity B (staff files, procedures, policies, etc.) shall be available during the audit of entity A. The CB reserves the right, based on a risk analysis, to cross-check information at the level of entity B.
- 3) If, for a given entity A, all or part of the staff is shared / exchanged with another separate entity B, the CB reserves the right, based on a risk analysis, to cross-check information at the level of entity B.
- 4) The abovementioned rules also apply to individual Producers (e.g. farmers) supervised by a Producer Operation or to any entity under the certification scope of an Operation.

- 5) For product certification option, if a given entity is producing / handling different products, of which only a part is certified, the audit will mainly focus on the production / processes related to the certified products, but will also consider the activities related to the non-certified products in the overall assessment.
- 6) If the Producer Operation is an Organized Producer Group or a Contract Production Company and wishes to include under the certification scope only some of the Producers regularly supplying the group (e.g. in a cooperative, only some sub-groups of Producers and not others), this has to be justified and may in certain cases not be accepted (see ELIG-11).

Operations concerned			All Operations – Multi-site settings	
Additional clarifications			This criterion applies to situations where a given entity (including any producer entity) comprises different sites.	
Level	Ref.	Key words	Criteria	Clarification / Guidance
MUST Year 0	ELIG-10	Multi-site Entity	<p>All sites under the responsibility of a given entity (separate physical / legal person) are planned to be included in the certification scope. Exceptions may be approved by the CB in certain cases (see Guidance). If an exception is granted, the CB will decide, based on degree of separation between the different sites whether ALL sites will still be aggregated to determine the size of the entity (Small / Medium / Large).</p>	<p><i>A detailed justification for the exclusion of a site from the certification scope will be requested from the Operation. Mainly acceptable if a clear separation can be demonstrated (e.g. geographical separation, separate policies, different business sector etc.) and if there is no potential misuse in terms of communication about the certificate (e.g. no shared brand name).</i></p> <p><i>The CB reserves the right to carry out spot-checks in order to verify that social and environmental conditions at the excluded site are in line with the overall commitment of the entity.</i></p>

Operations concerned			Producer Operation – Contracted / Organized Production	
Additional clarifications			This criterion applies to situations where the Producer Operation is a Contract Production Company / an Organized Producer group.	
Level	Ref.	Key words	Criteria	Clarification / Guidance
MUST Year 0	ELIG-11	Sub-groups of Producers	<p>If not all producers regularly supplying a Producer group Operation (Contract Production Company / Organized Producer group) are included in the certificate of the Producer Operation, this has to be approved by the CB (see guidance).</p>	<p><i>A case to case study will assess whether this is justified and possible. Mainly acceptable if:</i></p> <ul style="list-style-type: none"> - <i>Activities (including respect of certain product quality requirements) of the non-selected producers are of a different nature</i> - <i>And / or</i> - <i>The non-selected producers cannot respect, at this stage, the standard (e.g. meetings, internal standard, etc.)</i> - <i>There is no potential misuse in terms of communication about the certificate</i>



1. CSR POLICY MANAGEMENT

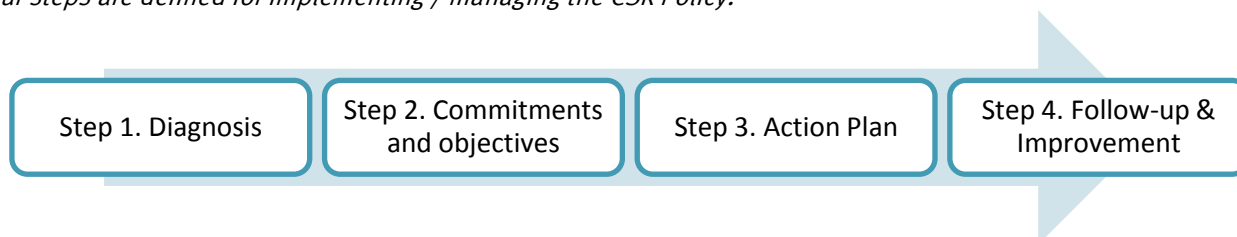
This chapter presents the commitments that companies / organizations shall take on in terms of concrete social, environmental, improvement objectives, and the way they shall interact, collaborate and share with regard to those commitments. Such commitments can be included in specific policies, or can be part of existing policies or other internal rules and procedures.

The subsequent chapters (and particularly 2 to 6) of the Standard will address the implementation and the follow-up of these general commitments / objectives.

1.1. CSR Policy

Principle: The Operation defines and communicates its general commitment to Corporate Social Responsibility. The Operation follows-up the overall CSR targets through regular adjustments and a continuous improvement approach.

Four steps are defined for implementing / managing the CSR Policy:



› STEP 1: DIAGNOSIS

Operations concerned			FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	POL-1	CSR diagnosis	In order to identify the stakes of the CSR policy, the operation has carried out a full review based on: - the identification of its key stakeholders; - the consideration of their expectations with regards to the CSR policy. The extent of such review is set in accordance with the size and resources of the company/organization (see guidance).	<i>For example, a review based on interaction and exchange with members and staff might be sufficient for a small company/organization. For a larger company/organization, in addition to members and staff, shareholders, clients, consumers, suppliers, medias, local communities and NGO etc. may also be considered as key stakeholders.</i>	3	X	X	X	X

› STEP 2: COMMITMENTS AND OBJECTIVES

Operations concerned			FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	POL-2	Social Responsibility Policy	There is written Social Responsibility Policy, signed by top management, covering the following key commitments: - Long-term commitment to comply with national labour laws and with For Life certification requirements and to continuous improvement within these requirements; - A summary of the rights and responsibilities of the management and workers with regards to basic workers' rights, conditions of employment, living conditions (if applicable), basic services, occupational health and safety, training opportunities and community relations; - Commitments related to environmental responsibility; - Commitments related to the liability towards final consumers; - Producer Operations: If applicable, additional commitments with regards to contracts with producers, pricing, rights of indigenous people, etc.		3	X	X	X	X

› STEP 3: ACTION PLAN

Operations concerned			FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	POL-3	CSR Action plan	The operation has defined a CSR action plan that clearly identifies the following: - the various actions to carry out; - the time frames; - the resources mobilized; to implement the CSR policy.		3	X	X	X	X

› STEP 4: FOLLOW-UP AND CONTINUOUS IMPROVEMENT

Operations concerned			FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 3	POL-4	CSR Continuous improvement	A continuous improvement approach is set-up for follow-up and evaluation of the CSR strategy (regular monitoring, adjustments in function of results/feedbacks from stakeholders etc.).		3	X	X	X	X

› INTERNAL COMMUNICATION

Operations concerned			FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	POL-5	Discussion with internal stakeholders	The policy has been developed (and is being updated) in discussion with internal stakeholders: workers (at least workers' representatives), top management, and, if applicable, producers (at least producers' representatives).		4	X	X	X	X
MUST Year 3	POL-6	Internal communication	The policy and the commitment to externally certified Social Responsibility performance is accessible in a comprehensive way to all personnel, including executives, supervisors and, if applicable, to all producers.		3	X	X	X	X
MUST Year 1	POL-7	Management changes	Workers are informed on any plans for changes in management activities or organizational structure with potentially significant social, environmental and economic effects. In such situations, the employer strives to mitigate adverse effects on workers as far as possible.		3			X	X

› EXTERNAL COMMUNICATION

Operations concerned			FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	POL-8	External communication	The Operation maintains good open communication with the local community and other external stakeholders (NGO, clients, suppliers, etc.) and informs them of important new developments. This can be done through public information on their activities, made available to them.		4			X	X
BONUS	POL-9	Promoter of CSR	The Operation plays a role as promoter of CSR: sharing CSR values, including through membership in promotion organizations, attendance of relevant fairs or meetings, consumer information, etc.		4	X	X	X	X

1.2. Ethical Sourcing Policy

Principle: The Operation defines an ethical sourcing policy to have a better control over the upstream steps of its supply-chains, and select and work with suppliers respecting sustainable development principles.

Operations concerned			FL: All operations						
Additional clarifications			In the case of Producer Operations, the suppliers that are part of the ICS are already considered as covered by the supply-chain management and the below criteria apply only to external suppliers.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	POL-10	Ethical sourcing policy	<p>Supply-chain management is progressively included in the key stages of the CSR policy management, starting with the definition of objectives / actions.</p> <p>Detailed Ethical / Responsible Sourcing policies / procedures have been defined, for sourcing with respect for people and the environment. These policies / procedures lay down:</p> <ul style="list-style-type: none"> - the main rules to follow in order to choose suppliers and to develop supply-chains according to responsible criteria. - commitments over the long-term and development objectives for responsible procurement and better monitoring of social and environmental compliance of suppliers (seeking direct purchases to Producer Operations, seeking human-sized supplying companies / organizations, maximizing certified purchases -Fair Trade/ORGANIC/other CSR scheme...). 	<p><i>This is a policy (specific / part of CSR policy) and/or a procurement procedure that has been formally established. Part of the policy can also be included in the research and development policy of the company (development of supply-chains).</i></p>	4	X	X	X	X



2. SOCIAL RESPONSIBILITY

This section not only ensures that basic human rights are respected, but also aims at ensuring that the working conditions at the Operations do not jeopardise the individual development of the people involved. On the contrary, efforts are made to improve their well-being at all levels: working hours, health and safety, fair wages and benefits, worker-management dialogue, etc.

Section 2.0 refers to other social responsibility schemes that can be considered in the For Life standard.

Sections 2.1 to 2.4 are based on the eight ILO Fundamental Conventions:

- 1) Freedom of Association and Protection of the Right to Organize Convention, 1948 (No. 87)
- 2) Right to Organize and Collective Bargaining Convention, 1949 (No. 98)
- 3) Forced Labour Convention, 1930 (No. 29)
- 4) Abolition of Forced Labour Convention, 1957 (No. 105)
- 5) Minimum Age Convention, 1973 (No. 138)
- 6) Worst Forms of Child Labour Convention, 1999 (No. 182)
- 7) Equal Remuneration Convention, 1951 (No. 100)
- 8) Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

In sections 2.5 to 2.11, other references to specific, additional ILO conventions are made and specified for the concerned requirements.

2.0. Consideration of Context and of Other Social Certifications

› CONSIDERATION OF CONTEXT AND LOCAL REGULATIONS

As a general policy, the control of this chapter will take into account the specificities of the different concerned sectors, countries and local contexts.

Operations must abide by the prevailing national and local social regulations. As a consequence:

- if such regulations offer superior protection to workers than the standard, these regulations will apply;
- if such regulations are not respected for a specific topic, compliance to the related criteria will not be possible (i.e. score 2 not achieved).

These regulations offer varying degrees of protection of workers as well as varying degrees of effective implementation, depending on the country / sector /regions. The rating of the criteria will take into account this diversity and will always seek to value the operations who adopt an approach to not only respect, but to surpass applicable legal obligations.

Note: Criteria for which references are asterisked (*) are those applying only to situations where permanent workers are hired, i.e. that normally do not apply to the majority of Smallholder Producers.

› SPECIFIC EXEMPTIONS

In two specific situations, the Operation can request to be exempted from Chapter 2.

CASE 1: Other certifications considered

The Operation provides proof that labour practices have been externally verified for all sites under the scope of certification.

Accepted proofs:

- SA 8000 / GOTS certificate
- ETI-SMETA / BSCI Audit report not older than 18 months
- Detailed social standard report section as part of an IFOAM accredited organic certification scheme with social principles
- Other trustworthy third-party fair labour verification schemes, including those related to ISO 26000 / CSR evaluation, may be accepted on a case-by-case basis.

In such cases:

- The applicable social criteria will be considered as compliant (Score = 2), unless, on a voluntary basis, the Operation provides formal evidence of a better performance on some selected criteria.
- In case of doubts, the CB reserves the right to perform additional investigations.

CASE 2: Small-scale trader

The operation does not have any processing or production activities, and hires less than the equivalent of 5 full-time employees.

2.1. Forced Labour

Principle: There is no forced or bonded labour, in line with ILO Convention 29 and 105.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
		Forced labour	There is no indication of any kind of forced labour, including contemporary forms of slavery, debt bondage and human trafficking:	<p><i>According to the ILO fundamental convention No 29, forced or compulsory labour is defined as "all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily." This includes (non-exhaustive list):</i></p> <ul style="list-style-type: none"> - human trafficking, slave / prison labour - restriction of workers' freedom of movement - retention of salary / benefits / property - storage of identity papers / important documents as condition for employment - deposits or bonds to force workers to remain / accumulated debt - control of bank accounts - threats of denunciation to immigration authorities 					
KO	SOC-1	a)	The employer does not retain original legal workers' documents (e.g. identity card) nor part of workers' salary, benefits, etc.		2	X	X	X	X
KO	SOC-2	b)	Workers are free to leave their work after an appropriate notice period or without such period applying.		2	X	X	X	X
KO	SOC-3	c)	Family and dependents of workers are not obliged to also work with the worker, they are free to seek employment elsewhere (without deductions from the main worker).		3	X	X	X	X
KO	SOC-4	d)	Employment is never linked to the fulfilling of an obligation or debt of a third party. Large loans to workers (disproportional to their income) do not interfere with their freedom to terminate their contract.		3	X	X	X	X
KO	SOC-5	e)	There is no indication of any other form of forced labour (see guidance).		2	X	X	X	X

2.2. Freedom of Association and Collective Bargaining

Principle: Workers have the right to organize themselves and bargain collectively.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	SOC-6	Information	Workers' right to organize is effectively communicated to the workers. Workers are aware that they are free to organize in associations of their preference, without any negative repercussions, or reprisal from the employer towards them.	<i>It is recommended that this right is informed in writing, e.g. in the Social policy of the organization -that is a public document-, or in the employee handbook. In Small Entities, a basic oral communication is sufficient.</i>	3	X	X	X	X
KO	SOC-7	Discrimination workers promoting association	There is no discrimination, intimidation or punishment against workers who promote association or unionisation of workers.		4	X	X	X	X
MUST Year 1	SOC-8	Discouraging unionisation	If workers wish to unionise, the employer does not take unpermitted measures to discourage them (e.g. anti-union consultant for 1:1 meetings with workers, individual talks to workers about unionisation, prohibition that independent trade unions visit the facility or talk to workers).		3	X	X	X	X

MUST Year 1	SOC-9	Workers organization allowed	Associative activities and collective bargaining of workers are allowed, and, if workers wish so, there is an active workers' organization or trade union that discusses working conditions, compliance with legal obligations and addresses workers' grievances together with the management (e.g. through scheduled / regular meetings between workers' organization and management, with mutually signed minutes).	<i>"Workers' organization" refers to any organization of workers for furthering and defending the rights and interests of the workers. The most common active workers' organizations are the independent trade unions, but other forms or organizations can also be accepted. Workers' organizations can play an important role in ensuring that workers' rights and interests are respected and may also help dialogue and regular communication between management and workers.</i>	4	X	X	X	X
MUST Year 2	SOC-10	Meetings of workers	There is no indication that the employer obstructs or controls worker representatives' meetings during working hours. The management attends workers' meetings only if invited by the workers.		4		X	X	X
MUST Year 1	SOC-11	Legal restrictions	If the law limits the right to freedom of association and to collective negotiation, the employer shall allow the workers to freely elect their own representatives.		3	X	X	X	X
MUST Year 2	SOC-12	Grievances procedures - Information	There is a written document outlining a fair and appropriate grievance procedure, available to the workers, e.g. in employee handbook or on notice board.		3		X	X	X
KO	SOC-13	Workers grievances respected	Workers who follow the grievance procedure are not disciplined, intimidated or discriminated against, their rights are protected in writing (e.g. in grievance policy or procedure).	<i>A company with an established and well-working grievance procedure may require workers to use the internal mechanisms first before informing the certification body.</i>	2		X	X	X
MUST Year 2	SOC-14	Workers informing certification body	Workers who inform the certification body on labour related problems are not discriminated, intimidated or penalised.		3	X	X	X	X
MUST Year 4	SOC-15	Internal communication	The management encourages and supports workers' feedbacks and suggestions for improvement even beyond grievances (e.g. suggestion box, open discussion culture where workers do not feel intimidated to raise their concerns).	<i>As a result of this attitude from management, there is adequate interaction and understanding between the employer and workers and a positive working atmosphere.</i>	3		X	X	X

2.3. Child Labour and Protection of Young Workers

Principle: Children and Young workers are protected.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
KO	SOC-16	Children employed	No Children are EMPLOYED as workers.	<p><i>Child = Under 15 years old (or higher as defined by national law for mandatory schooling).</i></p> <p><i>If child labour is found:</i></p> <ul style="list-style-type: none"> - the child must be removed from work immediately and his/her safety must be ensured; -the Operation shall set a rehabilitation policy in order to ensure that the child is educated until he/she is no longer a child, by definition. 	4	X	X	X	X
KO	SOC-17	Children of contracted workers	No work is carried out by CHILDREN OF CONTRACTED WORKERS.		2	X	X	X	X
KO	SOC-18	Young workers tasks	Young workers do not engage in work at night or in work that is dangerous to their health, safety or personal development. The tasks they carry out are appropriate to their age.	<p><i>Young workers = between 15 (or higher as defined by national law) and 18 years old (or higher as defined by national law).</i></p> <p><i>These criteria are applicable to young workers being contracted, or working in their own family production activities (see SOC-21)</i></p>	2	X	X	X	X
KO	SOC-19	Young workers education	Working hours of Young workers do not interfere with their education; normal school attendance is ensured.		3	X	X	X	X
KO	SOC-20	Young workers hours	Young workers do not work regularly more than 8 hours / day. The accumulated time for school, work and transportation is less than 10 hours / day.		3	X	X	X	X

Operations concerned			Producer Operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-21	Help from child under 12	Children under 12 years HELPING in their FAMILY's production activity do only occasionally, very light and appropriate work for less than 2 hours / day. These activities do not compromise their school attendance.	<p><i>"Family production activities" are either:</i></p> <ul style="list-style-type: none"> - work on farms owned / rented / sharecropped by the family - collection activities performed by the family - handicraft/processing activities performed by the family. <p><i>In some cultural contexts, particularly in the farming sector, it is usual that some work is done in a collective manner, as a community: all the farmers are today at Farm A, and tomorrow at the neighbouring Farm B. In these cases, each family goes to the other farm with the same members that participated in their own farm, children included. This task would also be considered as "family work".</i></p>	4	X	X	X	
MUST Year 1	SOC-22	Help from child 12-15	Children between 12 and 15 HELPING in their FAMILY's production activity do not do any SUBSTANTIAL work, and less than approximately 3 hours / day. The work is non-hazardous, it is appropriate to their age and it does not compromise their school attendance.		3	X	X	X	

2.4. Equal Treatment and Opportunities

Principle: The Operation ensures equal and respectful treatment of all workers in all matters.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
KO	SOC-23	Discrimination	There is no systematic discrimination against workers (based on gender, race, colour, sexual orientation, disease, disability, marital status, age, religion, political affiliation, caste, social background, ethnic and national origin, nationality, or any other personal characteristics), for recruitment, promotion, access to training, remuneration, task allocation, termination of employment, or retirement. Specific criteria exist for membership in worker organizations including unions; see sub-chapter "Freedom of Association and Collective Bargaining".	<i>"Positive discrimination" can be useful in some settings to overcome entrenched discrimination practices in the society. It may be accepted if permitted by law and until entrenched discrimination has been overcome. In case of discrimination entrenched in cultural norms or traditions, companies shall have proactive policies and programmes aimed at distributing opportunities more equally.</i>	4	X	X	X	X
MUST Year 1	SOC-24	Sexual harassment	Behaviour that is sexually coercive, threatening, abusive or exploitative is not tolerated. Any cases of sexual harassment are followed up by management and resolved within a reasonable time frame.	<i>In order to ensure the safety and dignity of workers, management should promote a culture of respect and zero tolerance for mistreatment and degrading attitudes or behaviour. Incidents of sexual harassment should be dealt with promptly and effectively, leaving no doubt about the willingness of management to discipline violators in a way that would deter future incidents.</i>	3	X	X	X	X
MUST Year 1	SOC-25	Sexual harassment - Complaint mechanism	There is a discreet complaint mechanism with an appropriate responsible person to hear workers' concerns with regard to sexual harassment.	<i>It is recommended that responsible persons are adequately trained as counsellors.</i>	3		X	X	X
MUST Year 1	SOC-26	Pregnancy / parents protected	Pregnant workers enjoy all protection as legally required by national law, and: - No pregnancy tests or birth control are requested. - They are not dismissed for reasons related to pregnancy or child birth. - Women coming back from maternity leaves can return to work with an equivalent or better job position / pay. - Arrangements are made for women who are nursing (breastfeeding breaks) Men coming back from parental leaves can return to work with an equivalent or better job position / pay.		4	X	X	X	X
BONUS	SOC-27	Flexible working conditions	The employer has especially well-adapted working conditions to enable employees to reconcile their personal life with their professional life (e.g. leave after business travels, leave for caring for sick family members, part-time positions, flexible hours for parents of young children, child care support, private space for breastfeeding, etc.).		4			X	X
BONUS	SOC-28	Disadvantaged groups – Special opportunities	The employer creates employment, special training opportunities or especially adapted work places for particularly disadvantaged / discriminated groups, e.g. persons with disabilities.		4			X	X
BONUS	SOC-29	Disadvantaged workers -Improvement working conditions	If some workers are clearly marginalised, they are included in the social development plan of the company (or in the Social Policy) in order to gradually improve their livelihood.		3		X	X	X

2.5. Disciplinary Practices

Principle: Disciplinary measures are fair, adequate and do not violate human rights.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
KO	SOC-30	Harsh or inhumane treatment	There is no indication that the employer is involved, supports or accepts any practice against human dignity and human rights (corporal punishment, physical or mental coercion, verbal violence, bullying).	<i>For the specific case of sexual harassment, see SOC-24.</i>	2	X	X	X	X
MUST Year 2	SOC-31	Disciplinary practices	Disciplinary practices are fair and transparent. There is no excessive disciplinary action.		3	X	X	X	X
MUST Year 1	SOC-32	Disciplinary practices - Deductions from wages	Deductions from wages as a disciplinary measure are not practiced.		2	X	X	X	X
MUST Year 2	SOC-33	Strong disciplinary practices	Other strong disciplinary measures e.g. work ban for limited time, are only done in extreme cases, documented and reasonable in relation to the mistake or offence committed by the worker.		2	X	X	X	X

2.6. Health and Safety

Principle: A safe and hygienic working environment is provided, through adequate management of health and safety issues adapted to the sector's specific hazards.

In the general assessment of whether the measures taken to guarantee a safe working environment are sufficient, the scheme favours a risk-based approach, i.e. larger factories with many workers or any particularly hazardous industry type will be expected to have better developed and more formal procedures and safety measures in place than smaller, low-risk activities.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-34	H&S policy	A written Health and Safety policy exists, which is made known to the workers.	<i>This policy shall contain as a minimum:</i> <ul style="list-style-type: none"> - Health and Safety Policy statement - Definition of roles and responsibilities for health and safety - Health and safety training - Risk management, including information about risks / hazards - Monitoring and recording system. 	3		X	X	
MUST Year 1 or 2	SOC-35	H&S risk analysis	<i>Medium Entity: Year 2</i> <i>Large Entity: Year 1</i> A risk analysis of health and safety hazards is regularly done.	<i>The expected level of details of this analysis will be determined by the auditor according to the risks presented by the activity (toxic chemicals; heavy machinery; heat process, etc.).</i>	3		X	X	
MUST Year 1	SOC-36	Risk areas identified	Risk areas and potential hazards are clearly identified with signs in the local language and / or pictorially.		4		X	X	

MUST Year 1	SOC-37	Workers' awareness H&S risks	Workers and management are informed and adequately trained on occupational health and safety risk management (as appropriate for their duties). Trainings are regular and recorded, and are repeated for all new or reassigned workers and management.		4	X	X	X	
MUST Year 1 2 or 4	SOC-38	Specific training for high-risk work	<i>Small Entity: Year 4 Medium Entity: Year 2 Large Entity: Year 1</i> Any workers carrying out high-risk activities (fork lift, chemical handling, and hazardous machinery) have undergone adequate and, documented training, including in the effective use of Personal Protection Equipment - PPE (see SOC-43). Training is performed at least once a year, and renewed as required.	<i>Additional criteria apply to farms where agrochemicals are handled. See section 3.7.</i>	3	X	X	X	
MUST Year 1	SOC-39	Health monitoring high-risk work	Workers who carry out or have carried out activities identified to be dangerous or with high health risks (see guidance) are eligible to annual health examinations paid for by the employer. Workers are informed privately of the examination results and are assigned to other activities if they are unfit for present duties.	<i>Mainly risks related to the handling of hazardous chemicals, but also any others identified as high-risk activities during the risk assessment.</i>	3		X	X	
KO	SOC-40	Vulnerable workers	Pregnant women, nursing mothers and young persons are excluded from potentially hazardous work including handling of chemicals. They are offered alternative work.		3	X	X	X	
MUST Year 2 or 4	SOC-41	Safety officer / staff	<i>Medium Entity: Year 4 Large Entity: Year 2</i> An assigned person is trained as a safety officer with sufficient qualification and management powers.		3		X	X	
MUST Year 1	SOC-42	Machinery and Equipment	Machinery and equipment (including electrical equipment & worker transportation provided by the employer) are maintained to be safe, in order to avoid any accidents (see guidance).	<i>In particular, dangerous machines and equipment have adequate safety devices in place and the mobile parts are protected; protective barriers are erected where required. Electrical equipment (connectors, wires, cables, fuses, housings, boxes, switches, etc.) is adequately installed and regularly inspected.</i>	4	X	X	X	
MUST Year 1 or 2	SOC-43	PPE - Provision and use	<i>Small Entity: Year 2 Medium Entity, Large Entity: Year 1</i> Workers are duly protected from any identified risk factors. Personal Protection Equipment - PPEs (or special work clothes and gears, as applicable) are provided to the workers (as appropriate to the tasks, and for all critical / hazardous work). Such equipment is used consistently.	<i>Personal protective equipment (PPE) is specialized clothing or equipment worn by employees for protection against health and safety hazards. It is designed to protect many parts of the body, i.e., eyes, head, face, hands, feet, and ears. It includes mechanisms for protection from noise, dust, light, exposition to chemicals, etc. PPEs should have the same quality for all categories of workers that are exposed to the same type of risk.</i>	2	X	X	X	
MUST Year 4 or BONUS	SOC-44	Changing rooms	<i>Medium Entity: Bonus Large Entity: Year 4</i> In cases where it is necessary for workers to change their clothing when commencing or ceasing work, private changing rooms or other locked facilities for the changing and storage of clothing are provided and properly maintained.		2		X	X	

MUST Year 2	SOC-45	Washing facilities if toxic substances	If workers handle toxic substances, separate changing areas and washing facilities are available; clothes / gloves worn during application / handling of toxic substances are not taken home for washing.		2	X	X	X		
MUST Year 1	SOC-46	Storage chemicals	If chemicals are used, there are stored in separate, well-locked and clearly identified storage areas, with restricted access.	<i>Additional criteria apply to farms where agrochemicals are handled. See section 3.7.</i>	2	X	X	X		
MUST Year 1 3 or BONUS	SOC-47	Light temperature ventilation	<i>Small Entity: BONUS Medium Entity: Year 3 Large Entity: Year 1</i> Light, temperature and ventilation conditions in indoor workplaces and buildings are adequate (see Guidance).	<i>The below ILO Recommendation R097, l.1 shall be followed, all while considering the local circumstances: (c) adequate and suitable lighting, natural or artificial, or both, is provided; (d) suitable atmospheric conditions are maintained so as to avoid insufficient air supply and movement, vitiated air, harmful draughts, sudden variations in temperature, and, so far as is practicable, excessive humidity, excessive heat or cold, and objectionable odours.</i>	3	X	X	X	X	
MUST Year 1	SOC-48	Access to potable water	Access to safe drinking water is provided, free of charge.		4	X	X	X	X	
MUST Year 1 2 or 4	SOC-49	Toilet facilities	<i>Small Entity: Year 4 Medium Entity: Year 2 Large Entity: Year 1</i> Free, unrestricted access to clean toilet facilities, in adequate numbers (as required by law – see guidance 1), ideally separated by gender (see guidance 2) is provided. This applies to all workers in buildings. For farm workers, adequate solutions must be found, depending on local constraints, available means and resources.	<i>1) If the law does not define adequate number of toilets, the employer will provide: - Below 150 workers: 1 toilet for every 15-25 workers - Above 150 workers: 1 additional toilet for every 40 workers 2) This will be required or not depending on local legislation, cultural contexts, available means and resources, etc.</i>	2	X	X	X	X	
MUST Year 4	SOC-50	Facilities food	Clean and adequate facilities for the workers to consume food of their choice OR fairly priced canteen are provided.		4		X	X	X	
MUST Year 2	SOC-51	Food quality	If food is provided (or organized) by the employer, it shall be ensured that it is healthy and safe for the workers, with adequate monitoring by the management.		2	X	X	X	X	
MUST Year 1 or 3	SOC-52	Accommodation	<i>Small Entity: Year 3 Medium Entity, Large Entity: Year 1</i> If accommodation for workers is provided, it is adequate, clean and safe according to local standards (see Guidance), at reasonable costs.	<i>Adequate accommodation: hygienic and healthy conditions (dry, day light access, appropriate lighting, ventilated / heated, clean sanitary facilities with approximately 1 per 15 workers, sufficient space per person, dignified sleeping structures); some privacy ensured and storage of personal belongings possible; access to laundry place and kitchen facilities if necessary.</i>	4	X	X	X	X	

MUST Year 1	SOC-53	Fire protection system	There is a fire protection system in place, appropriate to the size and the nature of the activity (see Guidance).	<p><i>Appropriate system for all applicable sizes of entities:</i></p> <ul style="list-style-type: none"> - appropriate fire equipment, regularly inspected and operational; - known fire procedures. <p><i>Additionally, for Large Entities or activities presenting high fire risks (in terms of possibility of a fire occurring and of magnitude of consequences of that fire):</i></p> <ul style="list-style-type: none"> - alarm system; - adequate number of fire detectors; - fire drills at least once a year (or more if required by law). 	3		X	X	X
MUST Year 1	SOC-54	Emergency procedures Large and Medium Entities	Emergency procedures are in place and known by workers (e.g. written / signposted instructions).		3		X	X	X
MUST Year 1	SOC-55	Emergency procedures Small Entities	Small Entities operating in a high-risk context define emergency procedures which are known by all staff (even if not written).		3	X			X
MUST Year 1 3 or 4	SOC-56	Emergency exits	<p><i>Small Entity: Year 4</i> <i>Medium Entity: Year 3</i> <i>Large Entity: Year 1</i></p> <p>Emergency exits are unobstructed and clearly identified; door can be opened from the inside at any time by any worker. Sufficient for quick and safe evacuation in an emergency.</p>		3	X	X	X	
MUST Year 1 or 3	SOC-57	First aid equipment / care	<p><i>Small Entity: Year 3</i> <i>Medium Entity, Large Entity: Year 1</i></p> <p>Adequately stocked first aid equipment, with clear instructions for use (or at least one worker knowing how to use it is always present). Natural / herbal remedies that are known to work are accepted. Emergency medical care (as relevant for potential accidents) is available on site or close to workplace.</p>		3	X	X	X	
MUST Year 2 3 or 4	SOC-58	First aid staff	<p><i>Small Entity: Year 4</i> <i>Medium Entity: Year 3</i> <i>Large Entity: Year 2</i></p> <p>Well-trained first aid staff appointed and always present during working hours.</p>		3	X	X	X	X
MUST Year 1	SOC-59	Accidents at work	There are no excessive accidents or work-related health problems that are disproportional to the activity. When an accident occurs, appropriate risk reduction is in place and improvements are implemented.		4		X	X	X
MUST Year 2	SOC-60	Accidents at work - Records	Accidents at work and work related sicknesses are recorded and adequately followed-up.		3		X	X	
MUST Year 1 or Year 4	SOC-61	Accidents at work - Insurance	<p><i>Large entity: Year 1</i> <i>Medium entity: Year 4</i></p> <p>In cases of work-related accidents / illnesses the associated costs are covered (see guidance). The days lost due to a work-related accident / illness cannot be deducted from annual paid leaves. See also SOC-78 for disability insurance and SOC-80 for health insurance.</p>	<p><i>The associated costs include:</i></p> <ul style="list-style-type: none"> - the medical care, including transportation to healthcare facility - the wages during recovery <p><i>They can be covered directly by the employer and/or through an insurance system.</i></p>	4		X	X	

2.7. Employment Contracts and Conditions

Principle: The relationship between the employer and the workers is well defined and efforts are taken to create a positive working atmosphere.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-62	Verbal agreement	If no written contracts are available yet (as detailed in SOC-63), all workers are aware of their employment conditions (job position, wage, benefits if any, working times, leave entitlement, housing, or any other applicable conditions). Such conditions have been verbally agreed upon.		3	X	X		X
MUST Year 1 2 or BONUS	SOC-63	Written agreement	<p><i>Small Entity: BONUS</i> <i>Medium Entity: Year 2</i> <i>Large Entity: Year 1</i></p> <p>Written contracts / agreements on employment conditions (job position, wage, wage deductions if any, applicable social benefits, working times, leave entitlement, housing, or any other applicable conditions) are available for all permanent workers and for temporary workers who work for the employer more than 3 months / year consecutively.</p>	<p><i>This is normally defined for each worker in a written employment contract, which is signed by the employer and worker; a copy is given to the worker.</i></p> <p><i>Alternatively, only worker specific details such as position, tenure (with related sickness and paid leave allowance) and wages are given in a contract or similar document, while additional information, which is applicable to all workers, is published in separate general documents (e.g. employment manual, openly displayed working regulations, Collective Bargaining Agreement -CBA-, etc.).</i></p> <p><i>Some exemptions may be accepted if local legislation does not impose written contracts and if clear protections by CBA and trade-union representation exist.</i></p>	3	X	X	X	X
MUST Year 1	SOC-64	Registration of workers	The employer has a complete register of ALL workers employed or contracted.	<i>The register shall include all workers employed in current calendar year - for new applicants the list must include all workers employed in 6 months prior to first audit.</i>	3		X	X	X
MUST Year 1	SOC-65	Legal registration of workers	All workers who work for more than 2 months per year are legally registered if required by law.	<i>The legal registration of workers will ensure that they all have legal social security and recognized rights. Wherever provident / pension / social security fund subscription is available, it can be accepted as 'registration' with the concerned government agency.</i>	3		X	X	X

2.8. Wages

Principle: Workers receive a fair remuneration and are paid at least a wage that allows them to meet basic needs and have some discretionary income.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-66	Legal minimum wages	The wages paid to ALL workers for normal working hours are equal to or higher than the official minimum wages or regulations of any applicable Collective Bargaining Agreements, whichever is higher. This principle is also respected and applied for work paid by task.	<i>This criterion is applicable for permanent and for temporary workers. In case of payment-per-production, the income of an average production day, without overtime, shall be calculated.</i>	4	X	X	X	X
BONUS	SOC-67	Incentives, bonus	Incentives, bonuses or allowances are given to workers according to a transparent and fair system.		4		X	X	X
BONUS	SOC-68	Ownership schemes	There are some worker ownership schemes, according to a transparent system in which workers can earn shares of the company they work for and profit from good results.		4		X	X	X
MUST Year 3 or BONUS	SOC-69	Living wages	<i>Small Entity: BONUS Medium Entity, Large Entity: Year 3</i> The employer can demonstrate that the wages (including existing social benefits, in-kind benefits and bonuses) paid to ALL workers for normal working hours are equal to or above living wages (see guidance). Otherwise, the employer shall provide a plan to progressively reach the living wage and apply this plan. A timeframe will be set depending on the available resources and means at the employer level. If no benchmark is available and it would be too complex to calculate the living wage, the employer shall prove that particularly good, participatory and inclusive wages agreements have been made, and this is confirmed by the workers. Best practice for the employer is to calculate wages in both local currency and hard currency (USD, EU, etc.).	<i>A living wage is an income enabling a person to cover the basic needs of half an average sized family. Basic needs include essential expenses such as Food; Clean drinking water; Clothes; Shelter; Transport; Education; Energy / fuel; Legally mandated social benefits, and discretionary income / savings. Basic needs are calculated on the basis of local prices. Living wages can be calculated by: - recognized parties of the civil society (existing benchmark) - the employer itself, through surveys and workers' interviews.</i>	4	X	X	X	X
BONUS	SOC-70	Equity	The salary ratio between the highest and the lowest paid worker is 12:1 or lower (including all management categories).		4	X	X	X	X
MUST Year 2	SOC-71	Remuneration training time	Training sessions, time lost due to machine stoppage and other events beyond the control of the worker (such as adverse weather conditions) are paid at the normal daily rate for permanent workers.	This applies to all permanent workers and to temporary workers who work for the employer more than 3 months / year consecutively. <i>It is recommended that similar compensation mechanisms exist for day workers if they already came to work before the event occurred.</i>	3		X	X	
MUST Year 2	SOC-72	Payment in kind	If accommodation or other in-kind remuneration is offered, workers can freely choose the type of remuneration preferred (e.g. cash instead of housing).		2		X	X	
MUST Year 1	SOC-73	Fair housing prices	Deductions for housing are in line with the generally prevailing local prices.		4		X	X	

MUST Year 1	SOC-74	Regular payment	Payments are done regularly (at least monthly) and paid at a fixed schedule. They are done directly to the worker (e.g. to a woman worker and not to her husband) or to his / her authorised recipient of payment.		2	X	X	X	X
MUST Year 2 3 or 4	SOC-75	Payment slips	<i>Small Entity: Year 4</i> <i>Medium Entity: Year 3</i> <i>Large Entity: Year 2</i> For each payment, workers receive documentation (e.g. payment slips) containing particulars of wages (actual earnings as well as any deductions and contributions to social benefits) in an understandable manner. For Small Entities, this can take the form of a record of payments.		2	X	X	X	X

2.9. Social Security and Social Benefits

Principle: The employer supports adequate schemes to promote workers' social security and welfare.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
			Even if not required by law, employers must provide their workers access to adequate schemes to support the workers' social security and welfare such as a retirement plan / provident fund, health insurance / medical care, paid sick leave and maternity leave.						
MUST Year 3	SOC-76	Retirement permanent*	Basic coverage for retirement is guaranteed for permanent workers: the employer pays or has offered to pay contributions into a private or government fund. If the employee refuses the retirement plan, the employer must keep documentation of the employee's decision.		4		X	X	X
BONUS	SOC-77	Retirement temporary	Basic coverage for retirement is proposed to temporary workers.	<i>Benefits may be proportioned according to the time worked.</i>	4		X	X	X
MUST Year 4	SOC-78	Disability	ALL workers are provided with a basic coverage / insurance for permanent disability or death.		4		X	X	X
MUST Year 3	SOC-79	Maternity leave	<i>All sizes of entities:</i> National regulations, CBA's regulations related to maternity leaves / coverage are respected or exceeded. Maternity leave is not deducted from annual leave. <i>Medium and Large Entities:</i> - At least 8 paid weeks are guaranteed (or the durations set by national regulations, if higher) - Maternity leave is prorated for part-time or temporary workers		4	X	X	X	X
MUST Year 4	SOC-80	Health Insurance Permanent workers *	Health insurance is provided to permanent workers (government social security or employer contributions). It shall be sufficient to cover all health issues, including long-term / serious non-work related sickness.		4		X	X	X
BONUS	SOC-81	Health insurance Temporary workers	Health insurance is provided to temporary workers (government social security or employer contributions). It shall be sufficient to cover all health issues, including long-term / serious non-work related sickness.		4		X	X	X

BONUS	SOC-82	Unemployment insurance*	Unemployment insurance or compensation for loss of work is provided to permanent workers.	4		X	X	X	
MUST Year 1	SOC-83	Paid sick leaves	<i>All sizes of entities:</i> National regulations / CBA's regulations related to sick leaves are respected or exceeded. <i>Medium and Large Entities:</i> At least 5 paid sick days per year are granted to permanent workers.	4	X	X	X	X	
MUST Year 4	SOC-84	Paid sick leave temporary	Temporary workers who work for the employer for more than 3 months / year consecutively get a suitable sick pay allowance, in adequate proportion to their working time.	4	X	X	X	X	
BONUS	SOC-85	Extra social benefits	Extra social benefits beyond the abovementioned benefits such as e.g. extra leave days (e.g. for wedding, bereavement, moving houses), paternity leave, death insurance, membership to a private retirement fund, etc.	4		X	X	X	
BONUS	SOC-86	Extra support services	Extra support services for workers such as e.g. subsidised child care, transportation to work, educational fund for workers' children, support of worker in private hardship situations, fund for workers' children, free work clothing etc.	4		X	X	X	

2.10. Working Hours and Paid Leaves

Principle: Working hours are not excessive and workers are paid national holiday and annual leave.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	SOC-87	Normal working hours	Weekly working hours are, as a rule, in line with national labour legislation or any Collective Bargaining Agreement. Usual weekly working hours do not exceed 48 hours.		4	X	X	X	X
MUST Year 2	SOC-88	Registration working hours	The working hours and overtime are duly registered.		3		X	X	X
MUST Year 1	SOC-89	Voluntary overtime	Overtime is voluntary, it is not required regularly, and it is at least paid as extra time or time compensated. Legally required premium rates are applied.	<i>If workers freely accept occasional requests to work overtime, then they must be informed and aware that neither their employment nor their employment conditions are dependent on them accepting the requested overtime. Workers must be allowed to deny and retract their acceptance at reasonably short notice without fear of discrimination.</i> <i>If workers have the choice of adequate time compensation for occasionally working longer days, and if this occasional practice is agreed with/appreciated by the workers, then this working time can be compensated at the rate agreed between the workers and the management.</i>	3	X	X	X	X

MUST Year 1	SOC-90	Maximum working time	Maximum working hours per week do not exceed 60 hours / week (including overtime). This normally also applies during peak periods, unless a specific exemption has been granted (see guidance).	<p><i>In agriculture and processing companies with a strong emphasis on seasonality, it may be acceptable that during peak periods* the total working time per week goes up to 72 hours, but no more than for 4 consecutive weeks.</i></p> <p><i>This exception must be:</i></p> <ul style="list-style-type: none"> - <i>in compliance with national legislation</i> - <i>agreed beforehand with workers in an overtime agreement and</i> - <i>the workers must be in favour of the system.</i> <p><i>Health and safety aspects must be carefully monitored.</i></p> <p><i>* Peak period: maximum 12 weeks in a year.</i></p>	3	X	X	X	X
MUST Year 1	SOC-91	Rest days and breaks	One rest day (24 hours) in every 7-day period is agreed and guaranteed. Adequate rest breaks during the day are agreed and guaranteed. This normally applies in all circumstances, unless specific exemption has been granted (see guidance).	<p><i>Under exceptional circumstances * it would be acceptable that resting time is taken every 2 working weeks (48 hours of rest every 14 days), but not more than 2 consecutive times.</i></p> <p><i>The same conditions as indicated above (SOC-90) apply for granting this exception.</i></p> <p><i>* Exceptional circumstances: Strong emphasis on seasonality as explained above (SOC-90), prolonged peak season, changing weather conditions, or other situations duly explicated by the employer.</i></p>	4	X	X	X	X
MUST Year 1	SOC-92	Working times on holidays	<p>Working time on:</p> <ul style="list-style-type: none"> - Sundays (or equivalent weekly rest day) - Statutory holidays - At night <p>are remunerated at legally required premium rate. If such hours are time-compensated the respective premium rate is applied.</p>	<p><i>If workers have the choice of adequate time compensation for occasionally working during such holidays (or at night), and if this occasional practice is agreed with/appreciated by the workers, then this working time can be compensated at the rate agreed between the workers and the management.</i></p>	2	X	X	X	X
MUST Year 1	SOC-93	Night work	If work is frequently done at night, adequate protection measures are in place to ensure that the night workers safety is guaranteed (particularly for women, and including during transportation to and from workplaces). See Guidance.	<p><i>Night: 22:00-06:00, or as specifically defined in the country.</i></p> <p><i>According to Convention No. 171, all workers working during the night should be protected by specific measures, including:</i></p> <ul style="list-style-type: none"> - <i>health protection (first-aid facilities, health checks);</i> - <i>maternity protection;</i> - <i>social services;</i> - <i>opportunities for occupational advancement;</i> - <i>additional compensation (hours of work, pay or similar benefits).</i> <p><i>In some contexts, late night transport may not be safe, particularly for women. In such a case, the employer shall organize safe transportation of workers for the night shifts.</i></p>	2	X	X	X	X

BONUS	SOC-94	Flexibility in working hours	There is some degree of flexibility in working hours to enable workers to reconcile their personal life with their professional life (part-time work, flexible hours, assistance with childcare, etc.).	4		X	X	X
MUST Year 1	SOC-95	Annual paid leave	<i>All entities:</i> National regulations / CBA's regulations related to annual paid leaves are respected or exceeded. <i>Medium and Large Entities:</i> At least 10 days of annual leaves per year are granted to permanent workers.	4	X	X	X	X
BONUS	SOC-96	Annual paid leave temporary	Temporary workers get paid leave allowance in adequate proportion to their working time in the company and overall attendance performance.	4		X	X	X
MUST Year 1	SOC-97	Statutory holidays	Workers have the right to spend statutory holidays off work and receive their normal daily wages if holiday is on a regular working day.	4		X	X	X

2.11. Regular Employment

Principle: The employer strives to provide regular employment.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	SOC-98	Difference permanent – temporary*	There are no substantial differences with regards to wages and working conditions (particularly health and safety issues) between permanent and “regular temporary workers” for work of equal value.	<i>A “regular temporary worker” is a worker who basically works the entire year with the organization, but is not categorised as a permanent worker mainly because he/she works for a reduced number of hours, often not fixed (e.g. a temporary worker who works only one or two days per week / per month).</i>	3		X	X	X
MUST Year 2 or 3	SOC-99	Difference permanent – temporary*	<i>Small Entity: Year 3</i> <i>Medium Entity, Large Entity: Year 2</i> If there are substantial differences between permanent and “regular temporary workers”, a plan for gradual improvement is in place and followed.		2	X	X	X	X
MUST Year 3	SOC-100	Benefits regular temporary workers*	“Regular temporary workers” are employed with the same core benefits as permanent workers: such as regular work guaranteed, social security payments, sick-days / paid leave entitlements and others; may be salaried or paid on daily wage.		4		X	X	X
MUST Year 1	SOC-101	Regular work	There is no indication that the employer seeks to avoid providing regular employment and fails to meet his legal obligations (for example, payment of social security) by relying on continuous time-limited contracts, subcontracting, working from home, or apprenticeships.	<i>Time-limited contracts are only permitted during peak periods, in case of special tasks, and under special circumstances. Firing and re-hiring workers or changing subcontractors to avoid paying benefits or to avoid accruing seniority is not allowed.</i>	3	X	X	X	X
MUST Year 1	SOC-102	Sub-contracting (1)	Sub-contracting of labour is not used as the first option for hiring workers. When used, the employer can demonstrate that it is done on a limited, justifiable and responsible basis, and that it is not a means of avoiding legal obligations. When some workers are hired through labour contractors: - working conditions of workers employed through the labour contractor are basically the same as for directly contracted workers for similar tasks; - there are clear agreements on working conditions between the employer and the labour contractor.	<i>The standard requirements (including wages, health & safety issues, etc.) must be respected not only for the workers that are directly employed but also for those employed through labour contractors. Note that any labour contractor may be audited by the CB and must permit an audit to take place if requested.</i>	3	X	X	X	X

MUST Year 4	SOC-103	Sub-contracting (2)	When some workers are hired through labour contractors, a plan for reducing this practice has been elaborated and is implemented OR the system of selection / supervision of these subcontractors is well-functioning (see guidance). In all cases, no more than 30% of the total workforce is hired through labour contractors.	<i>Labour contractors that are selected are official / authorized / legal entities having a responsible and documented Human Resources management system (accurate information on workers; copies of contracts containing clear and detailed terms and conditions; records of pays -including any deductions; etc.)</i>	3	X	X	X	X
MUST Year 1	SOC-104	Migrant workers	When migrant workers are recruited, there is a prior written agreement that specifies the terms of employment (see SOC-63) as well as: <ul style="list-style-type: none"> • duration of employment • quality and cost of housing to be provided • food costs • trip expenses (including visa, if relevant) and safety • terms of repatriation should the recruited worker become unfit to work for reasons which may not be ascribed to him/her • implication of breach of contract by either party The agreement is written in a manner understandable to the worker.	<i>A migrant worker has not already migrated or settled in the region before having contact with the employer. He can be either domestic or international.</i>	3	X	X	X	X

2.12. Human Resources Development

Principle: The employer encourages workers' continuous or professional training.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
BONUS	SOC-105	Training by employer	The employer develops the human capital in its company/organization, especially through good continuous on-the-job training, in order to upgrade the occupational capacities of the workers.	<i>This may be achieved through the implementation of a staff training plan, of staff internal mobility programs, etc.</i>	4		X	X	X



3. ENVIRONMENTAL RESPONSIBILITY

This section aims at ensuring that the Operations strive to minimise the environmental impact of their activities. The requirements will differ depending on the activity (primary production, processing, sale and resale).

Section 3.0 refers to other environmental certification schemes that can / must be considered in the For Life standard.

3.0. Consideration of Context and of other Environmental Certifications

› CONSIDERATION OF CONTEXT AND LOCAL REGULATIONS

As a general policy, the control of this chapter will take into account the specificities of the different concerned sectors, countries and local contexts.

Operations must abide by the applicable environmental legal obligations, at both the national or local level (e.g. protected areas, etc.). If such legal obligations go beyond the standard requirement, those legal obligations apply.

› ORGANIC CERTIFICATION

ORGANIC certification (national or international organic farming regulations checked by authorized / licensed CB) is not compulsory but is highly encouraged:

- 1) If all the products / sites considered in the certification scope are certified organic
 - The Operations will be assigned maximum rating (4) to the below criteria ENV-0:

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
BONUS	ENV-0	Organic certification	The operation is certified organic for all the products / sites considered in the certification.		4	X	X	X	

- They will be assigned maximum rating to all applicable criteria of part 3.7 “Additional requirements for conventional Operations”.
- 2) If only part of the products / sites considered in the certification scope are certified organic:
 - The Operations will be assigned rating 3 to the above criteria ENV-0
 - The control of the applicable criteria of parts 3.7. “Additional requirements for conventional Operations” will be performed, but will be focused only on the products / sites that are not certified organic.

› OTHER CERTIFICATIONS CONSIDERED

Other environmental certifications can be considered:

- 1) **COSMOS (or recognized as equivalent by COSMOS), GOTS or ERTS certificates** → In part 3.7. ““Additional requirements for conventional Operations”, sub-parts related to “Used Chemicals” and “Animal testing”, and part 3.6. “Packaging” will be considered as compliant (Score = 2) because already covered by these certificates.
- 2) **“GAP” certificates** (UTZ Certified; Rainforest Alliance; Global Gap Crops; Global GAP Livestock; Global GAP Aquaculture Certificate or ASC Certificate) → In part 3.7. ““Additional requirements for conventional Operations”, sub-parts “Farming practices”, “Livestock”, “Collection practices” will be considered as compliant because already covered by these certificates.
- 3) **Other environmental certifications** may be considered upon request, based on a case-by-case decision.

In all cases:

- The applicable environmental criteria (Score = 2) will be considered as compliant, unless, on a voluntary basis, the Operation provides the formal evidence of a better performance on some selected criteria.
- In case of doubts, the CB can perform additional investigations.

› OTHER CERTIFICATIONS REQUESTED

Certain sectors present specific environmental risks. In such sectors, additional certifications are required:

SECTOR / INDUSTRY	CERTIFICATION REQUESTED
Aquaculture production	Organic Certificate or Global GAP Aquaculture Certificate or ASC Certificate
Fisheries	MSC Certificate
Industrial textile processing (as opposed to artisanal textile)	GOTS certificate or ERTS certificate
Detergents, home perfumes, or activities related to product groups that are not listed in the Standard (see section “Concerned sectors and products”)	Specific certifications and pre-requisites set by the CB

Additionally, for the For Life Product Certification Option:

SECTOR / INDUSTRY	CERTIFICATION REQUESTED
Cosmetics and beauty products	COSMOS Natural or COSMOS Organic certificate

3.1. Water Conservation

Principle: The Operation takes care to ensure rational use of water and to minimise its consumption.

Operations concerned			All operations						
Additional clarifications			The below criteria apply to processing activities using water and to farming activities using irrigation.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2, 3 or 4	ENV-1	Overview of water usage	<i>Small Entity: Year 4</i> <i>Medium Entity: Year 3</i> <i>Large Entity: Year 2</i> The Operation knows at least roughly the source and quantity of all surface and ground water directly and / or indirectly used.	<i>See also LOC-1 for water use permits.</i>	4	X	X	X	
MUST Year 3	ENV-2	Water conservation practices	Adequate water use practices and rational use of water; no apparent waste of water, e.g. through very inappropriate irrigation techniques, ineffective use in processing, or other loss of water.		4	X	X	X	

3.2. Energy Management and Climate Change

Principle: The Operation strives to mitigate climate change. Energy consumption is monitored, renewable energy sources and further measures to reduce or compensate the operation’s impact on the climate change are sought.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	ENV-3	Overview	The Operation is able to roughly quantify the electricity and fuel consumption associated with its production.		4	X	X	X	X

MUST Year 3	ENV-4	Minimising electricity consumption	Electricity is not apparently wasted and reasonable efforts to minimise overall consumption are made (see guidance).	<i>Examples of good practices: lights and machines are turned off after use, rational use of air-conditioning, new machines / facilities are optimised with regard to energy efficiency</i>	4	X	X	X	X
MUST Year 3	ENV-5	Minimising fuel consumption	Adequate fuel saving practices are implemented (see Guidance).	<i>Examples of good practices: for new machines also fuel consumption considered in purchase decisions; minimising car / truck / tractor trips around operation, optimised operation schemes in factories, adequate temperature setting if heating / cooling required)</i>	4	X	X	X	X
BONUS	ENV-6	Renewable energy sources	Adequate efforts to increase percentage of renewable (own biogas from by products, solar, water, wind, etc.) and / or sustainably harvested energy sources and low carbon energy sources (e.g. natural gas instead of coal) are made.		4	X	X	X	X
BONUS	ENV-7	Further efforts	Additional efforts are made to reduce and/or compensate greenhouse gas emissions, adapted to the impacts of the activity and/or to protect existing natural carbon sinks. On farm level, efforts include measures to increase carbon sequestration, in addition to reduction of energy consumption. See guidance for examples.	<i>All activities: freight optimization (rationalization, pooling, alternatives to air transport and road-only transport), information on energy management and climate change, reduction of the emissions from employees (professional travels / commuting journeys), choice of suppliers, waste reduction, etc. Farms: optimized livestock management, no burning of grassland / bushland, build-up of organic soil fertility, agroforestry, appropriate composting methods, appropriate animal manure management (collection, storage, spreading) and efforts to reduce or avoid fertilisers that use nitric acid or ammonium bicarbonate. Carbon compensation measures may include the funding of external projects that reduce emissions.</i>	4	X	X	X	X

3.3. Gaseous and Liquid Waste Management

Principle: Contamination of groundwater and surface water bodies as well as air pollution is minimised.

Operations concerned			All operations						
Additional clarifications			The below criteria only apply to production / processing activities using water or generating gaseous emissions for production purposes. This includes farms using irrigation.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	ENV-8	Waste water treatment	<p>Waste water (processing waste water, farm waste water) is treated in an appropriate manner, with no substantial risk to environment or people.</p> <p>If local infrastructure for an appropriate waste water management is not available yet: The operation presents and implements a transition plan which defines the measures to be taken in order to build an effective water treatment structure.</p>		4	X	X	X	X
MUST Year 2 or 3	ENV-9	Natural water bodies	<p><i>Small Entity, Medium Entity: Year 3</i> <i>Large Entity: Year 2</i></p> <p>When water is discharged into natural water bodies, the water discharged does not degrade the biochemical and physical characteristics of the receiving water body, and does not include organic or inorganic solids. Depth of analysis to ensure and monitor this may vary according to size and potential risks of the operation (see guidance).</p>	<p><i>For small operations with limited means (particularly Smallholder Producers and their organizations) a less detailed analysis of the waste water quality may be accepted, as long as there is no indication that state of natural water bodies is decreasing.</i> <i>From larger operations, a detailed analysis of the physical and biochemical characteristics of the discharged water will be requested.</i></p>	4	X	X	X	X
MUST Year 1	ENV-10	Drinking water	There are specific measures in place to ensure that waste water does not contaminate drinking water sources.		4	X	X	X	X
MUST Year 4	ENV-11	Air pollution	Efforts adapted to the activity and to the local possibilities are made in order to minimise and monitor air pollution impacts (e.g. good air filters, use of better fuels).		4		X	X	X

3.4. Waste Management

Principle: Waste is reduced and managed responsibly with adequate efforts to compost and recycle.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2, 3 or 4	ENV-12	Waste management system	<p><i>Small Entity: Year 4</i> <i>Medium Entity: Year 3</i> <i>Large Entity: Year 2</i></p> <p>An Integrated Waste Management (clean operation, waste production, collection and disposal is handled in an organized way including strategies both for appropriate waste management and waste reduction) for continuous improvement is in place. This includes:</p> <ul style="list-style-type: none"> - The identification of the different types of wastes generated, and associated procedures for adequate waste disposal and reduction - Adequate trainings of workers and Producers OR detailed information about waste management and reduction 	<p><i>For Smallholder Producers, waste management strategies may be implemented on a collective rather than an individual level.</i></p>	4	X	X	X	X
MUST Year 2, 3 or 4	ENV-13	Good Practices	<p><i>Small Entity: Year 4</i> <i>Medium Entity: Year 3</i> <i>Large Entity: Year 2</i></p> <p>Adequate efforts are made for composting, recycling and waste reduction.</p>		4	X	X	X	X
MUST Year 2	ENV-14	Hazardous Waste	<p>There are designated locked areas for the storage of hazardous waste, with adequate measures in place to avoid pollution of water bodies (see guidance).</p>	<p><i>Adequate measures include a minimum distance of 200 m of the storage areas from water bodies. Other measures may be accepted upon justification, depending on the local context.</i></p>	2	X	X	X	X
MUST Year 1, 2 or 3	ENV-15	Waste disposal	<p><i>Small Entity: Year 3</i> <i>Medium Entity: Year 2</i> <i>Large Entity: Year 1</i></p> <p>Waste disposal is made by the municipality OR, if this permitted by the applicable legislation, by the operation itself (burial of waste or proper incineration that minimises impact on the environment and on human health).</p>		4	X	X	X	X

3.5. Ecosystem Management, Biodiversity and Wildlife

Principle: Threatened or endangered species and habitats are protected and natural ecosystems are not destroyed. Biodiversity and wildlife are promoted.

Operations concerned			All operations						
Additional clarifications			For processing or trade activities, the below criteria apply only if, inside or adjacent to the operation, there are: <ul style="list-style-type: none"> - some natural / semi natural areas; and/or - endangered or rare habitats and species; and/or - aquatic ecosystems. 						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1 or 3	ENV-16	Biodiversity Diagnosis	<p><i>Small Entity, Medium Entity: Year 3</i> <i>Large Entity: Year 1</i></p> <p>The operation provides: an overview of the habitats and the existing flora and fauna (at least vertebrates and for the ecosystem relevant insects) in the natural/semi natural areas of special ecological value inside or adjacent to the operation</p> <p>In complex contexts where the realization of a comprehensive analysis requires more time, delays may be agreed on a case-by-case basis, considering size of the operation and its available means (see guidance).</p>	<p><i>A longer timeframe for the realization of the biodiversity analysis can mainly be accepted for areas which present:</i></p> <ul style="list-style-type: none"> - a very large size - difficult access - heterogeneous typology. <p><i>In this case a plan including the following elements needs to be provided and implemented:</i></p> <ul style="list-style-type: none"> - identification of the zones concerned - definition of a deadline for the realization of the diagnosis for each of the identified zones- a realistic deadline for the completion of the analysis for the whole defined area. 	4	X	X	X	X
Must Year 2 or 4	ENV-17	Overview on threatened species	<p><i>Small Entity, Medium Entity: Year 4</i> <i>Large Entity: Year 2</i></p> <p>Based on the biodiversity diagnosis (ENV-16), the operation is able to identify:</p> <ul style="list-style-type: none"> - threatened or endangered species of fauna and flora (see Guidance) and their habitats inside or adjacent to the operation; - the existing or potential threats to their conservation. <p>In complex contexts where the realization of a comprehensive analysis requires more time, delays may be agreed on a case-by-case basis, considering size of the operation and its available means (see guidance of ENV-16).</p>	<p><i>Threatened or endangered species are defined by the IUCN Red List (Critically Endangered – CR; Endangered – EN; Vulnerable – VU) and by national / other applicable red lists and regulations.</i></p>	4	X	X	X	X
MUST Year 2 or 4	ENV-18	Impacts on local protected species	<p><i>Small Entity, Medium Entity: Year 4</i> <i>Large Entity: Year 2</i></p> <p>There is no evidence that operation has substantial negative impact on threatened or endangered species and/or habitats.</p>	<p><i>The operation practices do not have negative impacts on the ecological processes or functions important for local habitats. The long-term viability of the species' population is not affected.</i></p>	4	X	X	X	X

MUST Year 1	ENV-19	Use of protected species	The Operation is not involved in: - hunting - collecting - processing - commercialization - trafficking of ALL or PART of endangered or threatened wild animals / plants (see guidance 1). Hunting and collecting can possibly be tolerated under certain conditions (see guidance 2).	1) <i>Threatened or endangered species are defined by the IUCN Red List (Critically Endangered – CR; Endangered – EN; Vulnerable – VU) and by national / other applicable red lists and regulations.</i> 2) <i>Hunting and collecting such species are only tolerated if:</i> - they are carried out for subsistence purposes - the CB, based on a study of the conservation status of the concerned species, accepts it. <i>Commercialization of products from subsistence hunting is prohibited.</i>	3	X	X	X	X
KO	ENV-20	Deforestation	The Operation does not engage in any destruction or clearing of primary or old growth secondary forest. Any land which was made cultivable by clearing primary or secondary forests up to 10 years prior to application can only be accepted for certified production if the Operation has implemented considerable and adapted efforts to repair the damages caused / avoid that they occur again / diminish their impacts.		4	X	X	X	X
KO	ENV-21	Other valuable ecosystem conversion / destruction	The Operation does not engage in destruction or conversion of other valuable natural or semi-natural ecosystems (see guidance) OR has taken sufficient compensatory ecosystem conservation action. Any destruction or conversion in the preceding 5 years before the application must be compensated by adequate ecosystem conservation practices.	<i>Destruction/conversion activities are:</i> › For land ecosystems: e.g. introduction of potentially invasive species; conversion of natural grass / bushland (or of other ecologically valuable areas) to agricultural land; › For aquatic ecosystems: e.g. adverse impact on regulation of water courses, water bodies or wetlands; destruction of benthic ecosystems through intensive aquaculture or fisheries; introduction of potentially invasive species into water bodies, pollution of rivers, etc.	4	X	X	X	X
MUST Year 1	ENV-22	Land clearing	If there is some land clearing: - it is carried out in accordance with national / local legal requirements, with the assistance of an environmental expert; - compensation measures are taken; - no burning OR controlled small-scale burning only.		4	X	X	X	X
MUST Year 3	ENV-23	Promotion of biodiversity conservation measures	Measures are taken to maintain or, wherever possible, increase, biodiversity (diversity of habitats, flora, fauna, fungi and microorganisms) in and around the managed areas (e.g. different crops, or different varieties of same crops; planting of indigenous non-target plant species)		4	X	X	X	X

Operations concerned			Producer Operations - CROP PRODUCTION						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
KO	ENV-24	GMO	The propagation materials (seeds or planting stocks) used on the farms are not genetically modified, including those used for animal fodder.	<i>GMO: all organisms genetically modified, independent from origin or type of modification.</i>	3	X	X	X	X

3.6. Packaging

Principle: The Operation strives to reduce the environmental impact of packaging.

Operations concerned			All operations						
Additional clarifications			The below criteria apply only to Brand Holders and/or operations packing or repacking products (e.g. companies who are not Brand Holders and only do purchase / re-sale operations are not concerned).						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	ENV-25	Eco-friendly Packaging policy	The Operation strives to minimise the direct and indirect environmental impacts of packaging (see guidance)	<p><i>The operation has clear procedures AND/OR records showing that the packaging system is reviewed regularly in order to:</i></p> <ul style="list-style-type: none"> - minimise the amount of material used - maximise the amount of material that can be reused or recycled, and - use materials with recycled content where possible. 	4	X	X	X	X
MUST Year 4	ENV-26	Prohibited materials in packaging	<p>It is forbidden to use these materials in packaging of certified products:</p> <ul style="list-style-type: none"> - polyvinyl chloride (PVC) and other chlorinated plastics - polystyrene and other plastics containing styrene - materials or substances that contain, have been derived from, or manufactured using, genetically modified organisms. <p>It must be proven that these materials have not been used, for example by having written confirmation from the supplier.</p>	<p><i>It is recognised that there may need to be exceptions for specific technical purposes where no other materials can deliver the required properties. Applications for exceptions supported by technical dossiers will be considered.</i></p> <p><i>Common materials that can be used for any packaging: Any 100% natural materials; Wood; Glass; Paperboard; Aluminium; PE [Polyethylene]; PET [Poly(ethylene terephthalate)]; PP [Polypropylene]; PETG; [Poly(ethylene terephthalate) glycol]; PLA [Polylactic acid] (non GMO).</i></p>	2	X	X	X	X

3.7. Additional Requirements for Conventional Operations

This section does not apply to operations that are already certified according to the below regulations for the same certification scope:

	PRODUCTION	PROCESSING
All sectors	Organic certified (national or international organic farming regulations checked by authorized / licensed CB)	
Specific sectors	Global GAP Aquaculture Certificate or ASC Certificate, MSC Certificate*	COSMOS (or recognized as equivalent by COSMOS), GOTS** or ERTS**

* Compulsory for aquaculture and fisheries

** Compulsory for industrial textile

Note that sub-parts “Farming practices”; “Collection practices”; “Livestock” may be considered as compliant if Operations are already certified according to a Good Agricultural Practices standard (see 3.0).

› USED AGROCHEMICALS

Principle: The Operation does not use agrochemical products known to be particularly harmful to the environment or to people, and demonstrates efforts to explore more ecological alternatives.

Operations concerned			All operations						
Additional clarifications			The below criteria apply to farming and processing of agricultural products, and include any post-harvest treatments.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	ENV-27	List of Agrochemicals	There is an up-to-date list of Agrochemicals and post-harvest treatments (incl. insecticides, herbicides, fungicides etc.) used in the Operation.	<i>For Producer Groups, this is a central register for all producers.</i>	4	X	X	X	
KO	ENV-28	Legally allowed	Agrochemicals and post-harvest treatments used are legally allowed for use within the country / territory in which the crop is grown and in compliance with residue tolerance requirements of the importing country.		4	X	X	X	
KO	ENV-29	Category 1	None of the chemicals corresponding to Category 1 of the FFL and FL Policy on Prohibited Chemicals are used on crops. No exception will be possible.	<i>See FFL and FL Policy on Prohibited Chemicals.</i>	4	X	X	X	
KO	ENV-30	Category 2	None of the chemicals corresponding to Category 2 of the FFL and FL Policy on Prohibited Chemicals are used on crops. <i>See Guidance text for possible exceptions.</i>	<i>If the producer can demonstrate that no other technically or economically viable alternatives are available, and that infestation would have significant economic consequences, exceptional permission might be requested for these chemicals under the following conditions: - strictly supervised implementation including all due safety procedures to minimise exposure AND - written plan for reduction and elimination of use within 3 years.</i>	4	X	X	X	

MUST Year 2	ENV-31	Reduction Plan	The Operation sets quantitative targets for the reduction of the use of synthetic agrochemicals and post-harvest treatments, and their progressive replacement by inputs authorized in Organic farming (see guidance). These targets are consistent with and can be used in order to follow-up: - the general plan for transition to a more sustainable production described in ELIG-9; - the specific plan for elimination of certain chemicals described in ENV-4.	<i>Examples of quantitative targets:</i> - kg of active ingredient / year / hectare: reduction of 25% after 5 years - Number of synthetic agrochemicals replaced by inputs authorized in Organic farming: 1 every 3 years	4	X	X	X	
MUST Year 3	ENV-32	Follow-up	The Operation respects and re-evaluates these quantitative targets, and can justify any significant discrepancies from targets.		4	X	X	X	

› FARMING PRACTICES

Principle: The Producer Operation implements Integrated Pest Management techniques and soil conservation measures, and safe procedures for agrochemical handling.

Operations Concerned			All Producer Operations - CROP PRODUCTION						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	ENV-33	Knowledge on IPM	Technical and practical knowledge about the implementation of an Integrated Pest Management (IPM) system is developed. This can be achieved through different ways, adapted to the local context (see guidance).	<i>This can be done through:</i> - the identification and dissemination of good practices amongst Producers - adequate trainings and access to IPM technical literature / tools - a more official assistance (advisory services, external adviser)	2	X	X	X	
MUST Year 1 or 2	ENV-34	Plans and records	<i>Medium Entity: Year 2 Large Entity: Year 1</i> Pest management methods and materials used are planned and documented, including: - prevention measures - observation measures - chemical and non-chemical intervention measures.	<i>Prevention measures: crop rotation, variety selection, etc. Observation measures: pest identification, pest trapping, scouting, etc. Intervention measures: mechanical /physical control, biological control (natural enemies), natural products, chemical products, etc.</i>	2		X	X	
MUST Year 2	ENV-35	Record on agrochemicals use	There are good records about the use of pesticides, fungicide and herbicide agrochemicals. <i>See details in Guidance text.</i>	<i>Following records are requested as a minimum:</i> - product name - active ingredients - area - application rates and dates - methods used (sprayed etc.) - person applying the product - reason for the application	3	X	X	X	
MUST Year 1	ENV-36	IPM - Insecticides and fungicides	It can be demonstrated that insecticides and fungicides (including those approved for organic production) are only applied when needed and not as prophylactic, by following IPM methods.	<i>Insecticides and fungicides are only applied if:</i> - insects/fungus are present - alternative measures defined in the IPM plan were taken wherever possible - applications are limited to the target crop/pest.	4	X	X	X	

MUST Year 2	ENV-37	IPM - Herbicides	Hand or mechanical weeding and mulching are used as a first practice to reduce weeds. If herbicides are used, it is only done upon written justification and with proven efforts to reduce / eliminate their application.	<i>Herbicides are only applied if;</i> - weed is present - alternative measures defined in the IPM plan were taken wherever possible - applications are limited to the target crop/pest.	3	X	X	X		
MUST Year 2, 3 or 4	ENV-38	Adequate training	Technical and practical knowledge about the implementation of soil conservation techniques is developed (soil management, irrigation practices, groundcover, application of fertilizers corresponding to the nutrients needs of the crop, building / maintaining soil fertility and crop rotation (as applicable)). This can be achieved through different ways, adapted to the local context (see guidance).	<i>This can be done through:</i> - the identification and dissemination of good practices amongst Producers - adequate trainings and access to technical literature / tools - a more official assistance (advisory services, external adviser)	3	X	X	X		
MUST Year 2	ENV-39	Record on inputs use	There are good records about the use of fertilizers and soil amendments. <i>See details in Guidance text.</i>	<i>Following records are requested as a minimum:</i> - product name - area - application rates and dates - methods used (sprayed etc.) - person applying the product	3	X	X	X		
MUST Year 1 or 2	ENV-40	Plans and records	<i>Small Entity: Year 2 Medium Entity, Large Entity: Year 1</i> The soil management methods and materials used are planned and documented, including synthetic fertilisers, fertilisers of biological origin, micro-organisms, compost and compost teas and any other soil additives.		2	X	X	X		
MUST Year 1	ENV-41	Types of fertilisers	Synthetic fertilisers are not used as the sole measure for maintaining soil fertility.		4	X	X	X		
MUST Year 2	ENV-42	Soil conservation	Adequate basic soil conservation and erosion control practices: - Soil erosion problems and concerned areas directly related to the agricultural production are identified - Adequate measures are taken to monitor these problems: groundcover, planted hedges, crop residues, etc.		4	X	X	X		
MUST Year 2	ENV-43	Soil fertility management	Adequate overall soil fertility management to ensure long term productivity (crop rotation, use of leguminous crops, observation of soil life and structure).		4	X	X	X		

Operations Concerned			Producer Operations - CROP PRODUCTION							
Other scope explanations			The following criteria come in complement to the general Health and Safety measures described in section 2.6. They aim to ensure adequate and SAFE HANDLING, STORAGE AND APPLICATION OF AGROCHEMICALS, with minimised risks to the environment and people.							
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O	
MUST Year 1 or 2	ENV-44	Responsible person	<i>Small Entity: Year 2 Medium Entity, Large Entity: Year 1</i> The person responsible for the storage and the supervision of workers handling pesticides has adequate and up-to-date training / knowledge in agrochemical handling.		3	X	X	X		

MUST Year 1 or 2	ENV-45	Training safe handling	<i>Small Entity: Year 2</i> <i>Medium Entity, Large Entity: Year 1</i> Workers handling pesticides are trained regularly by qualified staff and are aware of safe handling procedures (e.g. mixing of agrochemicals).	3	X	X	X	
MUST Year 1 or 2	ENV-46	Transportation and storage of agrochemicals	<i>Small Entity: Year 2</i> <i>Medium Entity, Large Entity: Year 1</i> During transportation and storage, agrochemicals are kept in their original package with complete label and safety information, safe / careful transport procedures.	2	X	X	X	
		Agrochemical storage LU & MU	In large and medium-sized farms, the following criteria apply to agrochemical storage:					
MUST Year 1	ENV-47	a)	Agrochemical storage is safe and it is in compliance with local and national building codes and guidelines OR alternatively (in case such codes and guidelines do not exist) the buildings have to fulfil the following minimum requirements: sufficient ventilation, impermeable floor (e.g. concrete), secure doors and windows.	3		X	X	
MUST Year 1	ENV-48	b)	Agrochemical storage buildings are not located in areas subject to flooding or ecologically sensitive areas (exceptions are only possible if storage facilities meet complete containment performance standards).	2		X	X	
MUST Year 1	ENV-49	c)	Emergency equipment at agrochemicals storages (and any places where agrochemicals are being mixed): adequate and accessible emergency equipment is available (e.g. sawdust and sand for spills, boxes to repack leaking containers, fire extinguisher, water supply, emergency kit for eyes, posted emergency procedures).	2		X	X	
MUST Year 1	ENV-50	d)	Agrochemical storages are clearly indicated and labelled. Storages are locked and only trained / authorized personnel has access to them.	2		X	X	
MUST Year 1	ENV-51	Agrochemical storage SU	In small-sized farms, the storage is adequately safe for people and environment; toxic agrochemicals are never stored in living quarters, access is restricted.	3	X			
MUST Year 4	ENV-52	Stock inventory records	Stock inventory records of agrochemicals are kept, including date, quantity, type of pesticide, and intended use.	2		X	X	
MUST Year 2	ENV-53	Labelling of sprayed fields / re-entry times	After spraying pesticides on the fields, areas where agrochemicals have been applied are signalled clearly in an understandable way for the workers (e.g. local language, by pictograms) and minimum re-entry intervals as specified in the instruction are respected.	2	X	X	X	
MUST Year 1	ENV-54	Application methods	Adequate pesticide application methods are practised. See details in Guidance text.	3	X	X	X	
			<i>Adequate pesticide application includes at least:</i> <i>- adequate machines / tools for efficient application,</i> <i>- adequately calibrated machines / tools,</i> <i>- timing of application optimized with regard to weather conditions (wind) and crop requirements in order to reduce the environmental impact to a minimum.</i> <i>- preparation / mixing done in a way to minimise contamination.</i>					

MUST Year 1	ENV-55	Rinsing application equipment	Water from rinsing application equipment is discharged properly, minimising negative environmental impact and preventing contamination of open water bodies.		2	X	X	X	
MUST Year 1	ENV-56	Aerial spraying	Aerial spraying is carried out only for fungicide application in exceptional cases (see Guidance).	<i>Aerial spraying could be exceptionally allowed for fungicide application on a case-by-case analysis only: - with clear justification for the use (mainly accepted for inaccessible areas) AND - never over open water bodies or residential areas.</i>	2		X	X	
MUST Year 1	ENV-57	Buffer zones	The Operation has established buffer zones to prevent any negative environmental impact from its activity on: - Protected areas - Water bodies and drinking water sources - Areas of daily human activity - Other cultivated areas where no/less pesticides are used	<i>Buffer zone: no cultivation, no agrochemical application, no waste disposal. Adequate distance to be determined based on risk analysis (agrochemicals used / areas to be protected).</i>	4	X	X	X	
MUST Year 1	ENV-58	Disposal agrochemical containers	Used agrochemical containers are returned to the manufacturer or at official collection sites. Where not possible: empty containers are kept in locked areas, after having been rinsed at least three times and punctured, with rinsate water properly contained to prevent groundwater contamination. The duration of storage of the containers are reduced to the minimum and the means of elimination chosen are in line with the manufacturer's recommendations and not harmful to the environment.		2	X	X	X	

> LIVESTOCK

Principle: The Producer Operation ensures the well-being of the animals.

Operations concerned			Producer Operations - LIVESTOCK						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	ENV-59	Water and feed	Adequate access to fresh water and feed according to the needs of the animals. Herbivorous mammals' diet consists of more than 50% grass.		4	X	X	X	
MUST Year 1	ENV-60	Protection weather conditions	Animals are provided with sufficient fresh air, shelter and protection from sunlight, extreme temperature and rain.		4	X	X	X	
MUST Year 1	ENV-61	Outdoor areas	Animals have regular access to open air or grazing areas, when weather conditions permit it.		4	X	X	X	
MUST Year 1	ENV-62	Pain and mutilation	Suffering and mutilations (see guidance) must be kept to a minimum during the entire life of the animal, including at the time of slaughter.	<i>Exceptionally allowed mutilations are those allowed by the organic EU regulation list.</i>	4	X	X	X	
MUST Year 1	ENV-63	Sufficient space	Animals have sufficient space to stand and move naturally, lie down easily, turn around, groom themselves and assume all natural postures and movements such as stretching, and wing flapping. Poultry and rabbits are not kept in cages.		4	X	X	X	
MUST Year 1	ENV-64	Health care and hygiene	Animal health care and hygiene: animals receive adequate health care and are regularly visited by a trained veterinarian; they do not suffer from untreated illnesses; diagnosis and treatments are fully documented.		4	X	X	X	

MUST Year 1	ENV-65	Antibiotics, Hormones and Amino-Acids	Antibiotics, Hormones and Amino-Acids are not used systematically (e.g. in food or as systematic injection) but only: - as a curative treatment - under justification - following veterinary control		3	X	X	X	
MUST Year 1	ENV-66	No isolation	Adequate maintenance of social structures by ensuring that herd animals are not kept in isolation from other animals of the same species (except isolation of animals with unusually aggressive behaviour or behaviour that endangers the safety of other herd animals, sick animals and those about to give birth).		4	X	X	X	
MUST Year 1	ENV-67	Food Autonomy	Farm or regional supply for animal food is favoured, in order to minimize dependency on external purchases.		4	X	X	X	X
MUST Year 1	ENV-68	Reproduction	Hormones used to control reproduction (e.g. induction or synchronization of oestrus) are prohibited, as well as cloning and embryo transfers.		3	X	X	X	X
MUST Year 1	ENV-69	Purchase of animals	Producers limit the purchase of live herbivorous animals for fattening and does so only under justification (generally to offset a loss on the farm). In any case, when purchasing a live animal for fattening, they make sure that the breeding conditions of the animal before his purchase were similar to those carried out at farm level.		2	X	X	X	X

› COLLECTION PRACTICES

Principle: The Producer Operation ensures that practices do not have a negative impact on the ecosystem.

Operations concerned			Producer Operations - COLLECTION						
Other scope explanations			Collection can take place either in natural / semi-natural areas, or in cultivated fields. In any case, it does not involve any other work than the collection/harvest itself.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	ENV-70	Buffer Zones	The collection areas are at an appropriate distance away from sources of pollution or contamination by prohibited chemicals (Categories I & II of FFL & FL Policy on Prohibited Chemicals).	<p><i>Distance according to risk analysis based on the following elements:</i></p> <ul style="list-style-type: none"> - location, type and concentration of potential sources of contamination - propagation capacity according to the type of pollutant (air, liquid, etc.) and common transport vectors in the area (wind, surface water, animals) - containment precautions taken at the level of the zones surrounding the sources of contamination. <p><i>If no source of pollution or contamination: no buffer zone.</i></p>	3	X	X	X	X
MUST Year 1	ENV-71	Species identification	The species targeted for collection are clearly identified: their names (taxonomic, local and trade names) as well as their botanical descriptions are available.		3	X	X	X	X
MUST Year 1	ENV-72	Maps of collection areas	Maps identify collection areas and location of target species and populations.		3	X	X	X	X

MUST Year 2	ENV-73	Species resource assessment	<p>There is a written baseline resource assessment of target species including adequate and practical:</p> <ul style="list-style-type: none"> - resource inventory; - data on sustainable collection rate, defining the intensity and frequency of collection that enables the target species to regenerate over the long term. <p>Simplified resource assessment (e.g. no formal resource assessment but reasonable local estimates of resource availability, sustainable yield and regeneration of the target species) can be applied under certain conditions (see guidance 1).</p> <p>More complex resource assessments (e.g. more detailed data, more expertise, more technical and financial resources) are required in certain cases (see guidance 2).</p>	<p>1) <i>Simplified systems can be applied if:</i></p> <ul style="list-style-type: none"> - <i>The local staff has a good knowledge of the state of the resources and their sustainable management;</i> - <i>Only a very small percentage of population of the target species is collected within each collection area.</i> <p>2) <i>More complex systems are required for resources which present a high risk that the collection is unsustainable due to one or several risk factors, e.g.:</i></p> <ul style="list-style-type: none"> - <i>declining population or resource quality</i> - <i>restricted geographical distribution,</i> - <i>very specific / high diversity habitat,</i> - <i>very small population,</i> - <i>whole plant/roots/bulbs/bark/apical meristem collection,</i> - <i>local over-demand / over-collection</i> - <i>etc.</i> 	4	X	X	X	X
MUST Year 3	ENV-74	Collection instructions	<p>There are adequate collection instructions based on site and species specific assessments and monitoring, indicating:</p> <ul style="list-style-type: none"> - collection sites; - harvest methods; - information on any sites excluded from collection; - maximum allowed collection quantities for each species / part of plant and for each collection area, in function of sustainable collection rate. <p>Simplified instructions can be applied under certain conditions (see guidance 1).</p> <p>More detailed collection instructions are required in certain cases (see guidance 2).</p>		3	X	X	X	X
MUST Year 3	ENV-75	Monitoring system	<p>There is a monitoring system in place in order to ensure that sustainable collection rates are effectively applied. This monitoring system includes:</p> <ul style="list-style-type: none"> - consolidated records on amounts harvested (quantities per area per year) - all information relevant to continued monitoring of long-term sustainability (e.g. age and size of plants collected if highly relevant). <p>Simplified monitoring system can be applied under certain conditions (see guidance 1).</p> <p>A more complex monitoring system (e.g. more detailed data, more expertise, more technical and financial resources) is required in certain cases (see guidance 2).</p>		3	X	X	X	X
MUST Year 1	ENV-76	Regeneration rate	<p>In practice, there are no indications that the collection frequency exceeds the rate of replacement of adult individuals.</p> <p>If population shows to be declining in spite of an adequate maximum collection rate considering the adult replacement rate, detailed monitoring on this species is required (see ENV-75).</p>		3	X	X	X	X

› ANIMAL TESTING

Principle: Testing the products on animals is forbidden.

Operations concerned			All operations						
Other scope explanations			The following criterion only applies to operations producing or handling cosmetic products, detergents or home perfumes.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	ENV-77	Animal testing	The Operation does not test its products on animals nor does it require others to do so.		4	X	X	X	X



4. LOCAL IMPACT

In addition to the fulfilment of the criteria previously described in Chapters 2 and 3, relating to the operations' responsibility towards their internal stakeholders (workers, producers) and their surrounding environment, this chapter is related to their responsibility towards the local society. It aims at ensuring that Operations are legitimate and that they play a positive role in their local economy and community.

4.1. Legitimate Use Rights

Principle: The Operation has a legitimate right to land / resources use and legal tenure.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	LOC-1	Legal rights	The Operation holds valid, legal and undisputed land use and tenure rights (including resource use rights such as water use, see guidance). If there are any disputes, they are handled responsibly.	<i>Concessions / permits for surface and ground water use are available if required.</i>	3	X	X	X	X

4.2. Use of Biodiversity and Traditional Knowledge

Principle: If relevant, efforts are taken to ensure the use of biodiversity and associated traditional knowledge is recognized, transparently negotiated with local peoples and adequately compensated.

This section is related to the application of the Nagoya Protocol on ABS (Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization). This protocol:

- *provides a transparent legal framework for the fair and equitable sharing of benefits arising out of the utilization of genetic resources, thereby contributing to the conservation and sustainable use of biodiversity;*
- *also covers traditional knowledge associated with genetic resources and the benefits arising from its utilization.*

Operations concerned			All operations						
Additional clarifications			The below criteria apply to all the products produced / handled by the certified Operation which would be concerned by the Nagoya protocol. Product certification option: particular attention will be given to the certified products.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	LOC-2	Unresolved disputes	There are no unresolved disputes related to the commercial use of biodiversity and traditional knowledge OR all such disputes have been resolved in a transparent and mutually beneficial way, based upon written agreements including prior informed consent and mutually agreed terms.		3	X	X	X	X
MUST Year 2	LOC-3	Use of traditional knowledge	Commercial use of traditional knowledge is recognized, promoted and adequately compensated.		2	X	X	X	X

4.3. Contributions to Local Development

Principle: The Operation plays a positive role in the sustainable development of the region in which it operates, and strives to make positive social and cultural contributions in the local setting.

Operations concerned			FFL: Producer Operations; FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	LOC-4	Local employment	The Operation provides significant job opportunities for people from nearby local areas; If present workforce is not local, local employment should be positively encouraged (positive discrimination) for all new employment.		4	X	X	X	X
BONUS	LOC-5	Marginalised groups Areas	The Operation provides some employment to marginalised groups or provides employment in a region that generally lacks employment opportunities.		4	X	X	X	X
BONUS	LOC-6	Social and cultural projects	The Operation supports the local social fabric through its engagement in social, cultural and educational projects (e.g. support of school or local health services, scholarship programmes, clusters of local companies active in cultural life, etc.)		4	X	X	X	X
BONUS	LOC-7	Environmental projects	The Operation supports the local social fabric through its engagement in environmental projects (e.g. local recycling / composting programmes, training of local farmers in organic production, renewable energy programmes, fight against urban sprawl, etc.).		4	X	X	X	X
BONUS	LOC-8	Awareness on Social Responsibility	The Operation is active in creating awareness, educating and training in Social Responsibility (including environmental protection / sustainable use of natural resources).		4	X	X	X	X
MUST Year 1	LOC-9	Sustainable practices	The Operation's overall activities and efforts in the local community are in line with sustainable principles, and do not have a negative impact on local / indigenous communities, on the environment or on local sustainable development (lobbying for weaker environmental legislation, promotion of unsustainable practices, etc.).	<i>See also ELIG-2 and ELIG-3.</i>	4	X	X	X	X



5. CSR IN SUPPLY-CHAIN MANAGEMENT

This section aims at describing the basic requirements that FL traders shall implement in order to select and work with their suppliers (in coherence with their ethical sourcing policy), and those to be respected by Producer Operations towards their own suppliers.

5.1. Suppliers' Ethical Assessment

Principle: The Ethical Sourcing Policy is implemented through adequate mechanisms to assess and select suppliers based on social and environmental criteria.

Operations concerned			FL: All operations						
Additional clarifications			In the case of Producer Operations, the suppliers that are part of the ICS are already considered as covered by the supply-chain management and the below criteria apply only to external suppliers.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	TRAD-1	Suppliers' selection	The Operation introduces social and environmental conditions in the selection criteria applied to its suppliers. This is implemented first and foremost for selecting new suppliers, but shall be progressively implemented for existing suppliers.	<i>These aspects shall be checked with the submission of examples of contracts, agreements, questionnaires, standards, etc., where the Operation asks the suppliers a commitment to respect decent working conditions and environmental basic principles.</i>	4	X	X	X	X
MUST Year 3	TRAD-2	Monitoring System	The Operation has developed a monitoring / classification system in order to identify critical suppliers, which are: - strategic suppliers for the operation (depending on sales / purchase figures, scarcity / specificity of the supplied products, etc.) And - in need of specific support / cooperation in the social or environmental fields (depending on countries regulations, business sectors, size of operations, etc.). This classification is regularly updated, in order to consider new suppliers, and the evolution of risks.	<i>Depending on the number of ingredients and suppliers, and their diversity, this can be a mapping per ingredient, per supplier, or per major type of supplier.</i>	4	X	X	X	X
MUST Year 4	TRAD-3	Visits and Exchanges	The operation provides adequate support to the identified critical suppliers, by means adapted to the risks (see guidance).	<i>The Operation shall adapt the type of exchange and their frequency according to how critical the situation is: audits / visits / meetings / regular emails / technical documentation or guidance, etc. focused on CSR improvement.</i>	4	X	X	X	X

5.2. Timely and Reliable Payment

Principle: Producers are paid in a convenient, timely and well documented way.

Operations concerned			Producer Operations – Contracted / Organized Production						
Additional clarifications			The below criteria only apply to Producer Operations within which direct purchases to Producers are made.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	TRAD-28	Immediate Payment	The Producer Operation ensures that: - producers are paid within 14 days of delivery and at once, unless indicated differently and mutually agreed in a contract or similar agreement. - payment is done only directly to the Producer (e.g. to woman Producer and not to her husband) or to his / her authorised recipient of payment.		3	X	X	X	X
MUST Year 2	TRAD-29	Payment records	Payments to producers are clearly recorded (name, purchase date, product name, volume, price received).		3	X	X	X	X

5.3. Pricing

Principle: Clear rules for producer price setting are defined, and producer prices allow them to continue production.

Operations concerned			Producer Operations – Contracted / Organized Production						
Additional clarifications			The below criteria only apply to Producer Operations within which direct purchases to Producers are made.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	TRAD-30	Pricing rules	There are rules / defined mechanisms on how prices paid to the producers are fixed. These rules, and their updates, are communicated to all producers.		4	X	X	X	X
MUST Year 2	TRAD-31	Grading procedures	Quality requirement and grading procedures (quality premium, organic premium) are clearly defined, and guarantee a standard price for the same quality.		3	X	X	X	X
MUST Year 3	TRAD-32	Deductions	Deductions for inputs supplied and/or service provided by the Producer Operation correspond to market prices.		3	X	X	X	X

Operations concerned			FL: Producer Operations - Contracted / Organized Production						
Additional clarifications			The below criterion only applies to Producer Operations within which direct purchases to Producers are made.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	TRAD-33	Producer Prices	Producer prices: - cover at least basic costs of production and allow producers to continue production (see guidance) - are in line with existing market and local prices	<i>Materials / tools used for production, inputs and labour (including all family labour), typical costs for land (if applicable), in an ideally efficient production unit of a typical size.</i>	4	X	X	X	X

5.4. Additional Requirements for Groups of Processors and Artisans

Principle: The Producer operation (groups of artisans / processors) ensures that sound social and environmental practices are implemented at the level of its suppliers of raw materials.

The majority of the raw material(s) used shall originate from responsible production and known sources. However, it is recognized that artisan groups or individual micro-processors may have substantial difficulties to include all their various suppliers or sometimes a variety of raw materials in the certification system. Therefore, the following adapted rules apply:

Operations concerned			Artisan Producer operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	TRAD-51	Overview sourcing	The Producer operation records all the necessary elements required for having a comprehensive overview of raw material sourcing: origin of raw materials (areas / entities) and how they are being produced / processed.		2	X	X	X	X
MUST Year 1	TRAD-52	Type of raw materials	The Producer operation makes sure that it does not handle raw materials that are coming from: - any endangered or threatened species (see guidance); - metallic materials produced for the sole purpose of creating the object (i.e. if metals are used, they shall be recycled); - archaeological or historical monuments; - leather treated using products which are highly harmful for people or for the environment.	<i>Endangered and threatened species are defined by the IUCN Red List (Critically Endangered – CR; Endangered – EN; Vulnerable – VU) and national red lists.</i>	2	X	X	X	X
MUST Year 2	TRAD-53	Commercial supplier	Any commercial supplier (see guidance) that supplies more than 50% of its production to the processing group as raw material demonstrates decent working conditions, through Social Responsibility certification or other accepted proof of decent working conditions. If not possible because not accepted by supplier, restrictions may be imposed on product labelling.	<i>Commercial supplier: legal entity with legal rights and duties (such as a company, cooperative, corporation, etc.).</i>	4	X	X	X	X
MUST Year 2	TRAD-54	Local producers	Producers of all locally sourced agricultural or wild collection raw materials are to a basic extent integrated into the groups' operation and relevant social and environmental risks in the production process are monitored (integration in the Operation's ICS).		3	X	X	X	X



6. EMPOWERMENT

This section is related, in the context of “Producer Group” Operations (contracted / organized production), to the actions lead in order to support the individual producers involved in the primary production of the product so that they can take more initiatives and responsibilities. Particular attention will be given to the representation and support to the least advantaged producers. Depending on the contexts (already formally organized producers, informal structure, no organization), the expected strengthening actions will differ.

6.1. Representation of Producers' Interests in the Group

Principle: The group Operation encourages and supports interaction and exchange with the Producers.

Operations concerned			Producer Operations – Contracted / Organized Production						
Additional clarifications:			The below criteria only apply to Producer Operations within which direct purchases to Producers are made.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
		Representa- tion mecha- nisms	The Producer Operation supports mechanisms enabling interaction and exchange with / between producers, adequate representation of producers' interests in key business / development decisions and negotiations. The Producer Operation must support one or a combination of the 3 below mechanisms:						
MUST Year 2	EMP-1	a)	Where there is a producer representation organization with democratic structure already in place (see guidance), producers are informed and participate in all key business decisions through an annual, well announced general assembly with voting rights for all members.	<i>This can be the case: - of formal producer cooperatives selling collectively the products of their members, or, in contexts of "contract production", - of formal producer associations acting as democratic representative bodies.</i>	4	X	X	X	X
MUST Year 2	EMP-2	b)	If, in some settings, a classic democratic structure (as described above - EMP-2-a) is not the organizational form of choice for producers, alternative transparent mechanisms to elect / nominate representatives may be accepted. In such case, the group must demonstrate how every representative is selected in a transparent way.		3	X	X	X	X
MUST Year 2	EMP-3	c)	In the case of very scattered individual producers with very limited communication with fellow producers in the group and hence very low practicability of a joint representation, improved communication channels between producers and Producer Operation will be favoured, e.g. by means of open discussions during extension visits with feedback to management, discussions in small nucleus groups, joint trainings, etc.		4	X	X	X	X
MUST Year 3	EMP-4	Effective representa- tion	Regardless of the mechanism used (see above), the producers' interests are effectively represented, with regular meetings, interactions and participation. If this is not the case, a development plan must be presented and if necessary external experts must be included to support group development with positive participatory methods.		4	X	X	X	X
MUST Year 4	EMP-5	Sense of belonging	There are efforts made to promote group feeling: regular meetings / exchanges between producers in group / sub-groups / village centres, etc.		4	X	X	X	X

6.2. Supporting the Least Advantaged in the group

Principle: Access to the group does not contribute to discrimination, and, on the contrary, the group favours disadvantaged sub-groups.

Operations concerned			Producer operations – Contracted / Organized Production						
Additional clarifications			The below criteria only apply to Producer operations within which direct purchases to Producers are made.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	EMP-6	Equal access	Statutes and/or rules inside the Producer operation do not set out any discrimination against Producers (as defined in SOC-64) for access and membership, but also participation, voting rights, access to markets, training, technical support, or to any other advantage related to membership / contract production (see guidance).	<p><i>Organized Production: rules of membership, governance rules, any rule related to access to services / advantages / markets</i></p> <p><i>Contract Production: rules for accessing the collecting entity, governance rules, any rule related to access to services / advantages / markets</i></p>	2	X	X	X	X
MUST Year 1	EMP-7	Disadvantaged groups' discrimination	In practice, there are no obstacles to the participation and membership of disadvantaged groups (minority groups and economically disadvantaged groups) within the Producer operation. They are not excluded, even if not present.		2	X	X	X	X
MUST Year 4	EMP-8	Disadvantaged groups' empowerment	If some disadvantaged groups have been identified within the Producer operation, appropriate programs are set up to improve their social and economic position, and to facilitate their participation and representation within decision-making bodies.		4	X	X	X	X
MUST Year 1	EMP-9	Women's discrimination	In practice, there are no obstacles to the participation and membership of women Producers within the Producer operation. They are not excluded, even if not present. Wives of Producers involved in production are not excluded from group meetings and activities. This applies to men in contexts where women make up the majority of Producers.		2	X	X	X	X
BONUS	EMP-10	Empowerment	Appropriate programs are set up to improve the social and economic position of women Producers within the Producer operation or of any disadvantaged / discriminated groups in the local community (specific programmes, trainings, etc.)		4	X	X	X	X



7. RESPECT FOR THE CONSUMER

This section aims at describing the different actions held, at each level in the supply-chain, so that the public / the final consumer of the company/organization's products is not misled. These actions include:

- the provision of a clear, transparent public communication;
- the efforts to provide the consumer with healthy and safe products;

Additionally, for operations having chosen the product certification option:

- the respect of traceability,
- the respect of meaningful composition rules, and of clear labelling rules.

Sub-chapters 7.2 and 7.3 apply only to operations having chosen this option.

7.1. Marketing and Advertising Techniques

Principle: Honest marketing and advertising techniques are used.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	CONS-1	Communication materials - Certification	<p><i>For any communication material referring explicitly to the Scheme and/or CB:</i></p> <p>The Operation uses honest marketing and advertising techniques and does not provide misleading information about its activities and achievements with regard to the scope of the certification (see guidance).</p>	<p><i>Public communication materials referring explicitly to the Scheme and CB shall be sent to CB for prior approval.</i></p>	3	X	X	X	X

Operations concerned			FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	CONS-2	Communication materials - CSR	<p><i>For any communication material referring explicitly to the core values & strategies of the Operation:</i></p> <p>The Operation uses honest marketing and advertising techniques and does not provide misleading information about its activities and achievements with regard to its true values and level of ethical commitment (avoidance of green / social washing policy). Particular attention will be given to larger operations.</p>	<p><i>Such communication materials shall not be submitted to the CB for prior approval, but the CB will check the overall coherence of the communication.</i></p>	3	X	X	X	X

7.2. Healthy and Safe products

Principle: The Operation proposes products that are as natural, healthy and safe as possible, in line with the standard principles of environmental sustainability and respect for the consumer.

Operations concerned			FL: All operations						
Additional clarifications			This criterion applies to all products stored and handled by the Operation. It complements the criteria related to agrochemical use (described in section 3.7). It also applies to companies / organizations selling fresh products, even if in such cases, the focus will be limited to food contamination aspects.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 4	CONS-22	Healthy and safe products	<p>The operation adapts a continuous improvement approach for reducing the potential impacts of its products on:</p> <ul style="list-style-type: none"> - Human health - The ecosystem <p>This approach shall:</p> <ul style="list-style-type: none"> - be applied for product developments and improvements - based on existing natural / ecological / organic certification standards (e.g. organic regulations, COSMOS, GOTS, etc.). <p>See guidance for clarifications per sector.</p>	<p><i>Adequate and proactive measures with regards to:</i></p> <p><i>All sectors: GMOs</i></p> <p><i>Food: Ingredients / processes forbidden under organic regulations; nutritional aspects; food contamination</i></p> <p><i>Cosmetics / detergents / home perfumes: Ingredients and processes forbidden under main natural / organic standards (COSMOS, etc.).</i></p> <p><i>Textile / Handicraft: Ingredients and processes forbidden under main ecological / organic standards (GOTS, etc.).</i></p>	4	X	X	X	X

7.3. Product Certification Option

The below additional requirements apply if the FL Operation chooses the product certification option.

› CHARACTERISTICS OF NON-CERTIFIED INGREDIENTS

Principle: The certified product does not include ingredients known to be harmful for the consumer's health or the ecosystems.

Operations concerned			All operations (FL: Product Certification)						
Additional clarifications			These criteria apply: - only to FL operations having chosen the product certification option; - in the case of multi-ingredient products. Organic and COSMOS certificates can be accepted as adequate proofs of compliance.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	CONS-23	GMO	The Operation does not add ingredients that are GMOs to the certified ingredient(s).	<i>This will be proven through a declaration that the original plants used in the non-certified ingredients have not been genetically modified.</i>	4	X	X	X	X
MUST Year 4	CONS-24	Processing aids and additives in food	The use of processing aids and additives in the certified food products is limited: - They are used only if they are essential; - No monosodium glutamate (MSG) and artificial sweeteners are used.		4	X	X	X	X
MUST Year 4	CONS-25	Preservatives in Cosmetics	The use of synthetic preservatives in certified cosmetic products is limited: - They are used only if they are essential; - No parabens, MIT (Methylisothiazolinone), Phenoxyethanol and EDTA (Ethylenediaminetetraacetic acid) are used.		3	X	X	X	X

› TRACEABILITY

Principle: For Life products are traceable and are kept separate from any non-certified products at all stages of production and handling.

For Life requires physical traceability and separation of certified products. Exceptions to these requirements will only be granted in exceptional circumstances and for a limited period (as described in Annex V).

In this whole section, certified products are those certified according to this standard, or recognised as equivalent according to procedure presented in Annex IV.

Operations concerned			All operations (FL: Product Certification)						
Additional clarification			The below criteria apply only to FL Operations having chosen to the product certification option						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	CONS-3	No comingling	The certified products are not commingled with any non-certified products during handling, processing, storage or sales (i.e. separate bags, separate locations if not properly packed / identified, separate processing runs, etc.).	<i>In the case of an extraordinary short-term exceptions (Annex V), this shall also be respected for the substitution products. See CONS-9.</i>	2	X	X	X	X
MUST Year 1	CONS-4	Traceability	The flow of products is fully traceable from the reception of the certified products until their dispatch. This is done through specific procedures enabling to identify the certified products at all stages.	<i>In the case of an extraordinary short-term exceptions (Annex V), this shall also be respected for the substitution products. See CONS-9.</i>	3	X	X	X	X

MUST Year 1	CONS-5	Invoices	The certification status of the product/service is clearly mentioned on invoices and delivery orders issued by the Operation.	<i>This applies to sales between a Producer operation and its buyers, but not to sales within a Producer operation.</i>	2	X	X	X	X
MUST Year 1	CONS-6	Suspension / Withdrawal	If the Operation's certificate has been suspended or withdrawn, the Operation has informed its relevant trading partners, deleted all references to the Scheme on the products sold, as well as any commercial or communication documents from the date of application of the sanction.		2	X	X	X	X

Operations concerned			All operations (FL: Product Certification)						
Additional clarifications			The below criteria apply only to FL Operations: - having chosen the product certification option - receiving certified products from other separately certified entities (e.g. apply to Producer operations only if they are sourcing from other certified operations).						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
		Suppliers' conformity	The compliance of suppliers and of the ingredients supplied is proved by sufficient guarantees:						
MUST Year 1	CONS-7	a)	- Confirmation of valid registration or valid certification document (see guidance)	<i>Scheme Certificate or Scheme confirmation of registration. In case of "Other Schemes" recognized suppliers: - Confirmation of recognition issued by CB (see Annex IV) - Other Scheme certificate or identification number - Check of certification status on other scheme website</i>	2	X	X	X	X
MUST Year 1	CONS-8	b)	- Reference of certified status on invoice, labels (or accompanying documents) and delivery notes - For multi-ingredients products, identification of certified ingredients and percentage of certified content (on labels or accompanying documents)	<i>This can be dealt with by a mention linked to the standard approval, with a clear link with the certified products. Final consumer labels: see CONS-14.</i>	2	X	X	X	X
		Extraordinary short-term exception	In exceptional circumstances (extraordinary stock disruptions) and under specific conditions defined in Annex V, the Operation can be granted a temporary exception to replace certified products by substitute non-certified products. In such cases:						
MUST Year 1	CONS-9	a)	- The Operation presents the formal short-term authorization granted by the CB - Once owned by the Operation, the substitute products respect the traceability and separation measures described in CONS-3 and CONS-4		2	X	X	X	X
MUST Year 1	CONS-10	b)	Upon request, the Operation will give BtoB or BtoC information about: 1) the origin of the substitute products 2) the product lots concerned by the substitution		2	X	X	X	X
		Subcontractors' conformity	The compliance of subcontractors and of their activities is proved by sufficient guarantees:						

MUST Year 2	CONS-11	a)	- Confirmation of valid registration or valid certification document	<i>Simplified registration process for low activity / low risk (see separate Certification Process): in this case, registration can be done during audit of contractor, through submission of adequate proofs that traceability and social & environmental aspects are adequately monitored.</i>	2	X	X	X	X
MUST Year 1	CONS-12	b)	- Reference of certified status on invoice, labels (or accompanying documents) and delivery notes - For multi-ingredients products, identification of certified ingredients and percentage of certified content (on labels or accompanying documents)	<i>This can be dealt with by a mention linked to the standard approval, with a clear link with the concerned services. Final consumer labels: see CONS-14.</i>	2	X	X	X	X

Operations concerned			Brand Holders (FL: Product Certification)						
Additional clarification			The below criteria apply only to FL Brand holders having chosen the product certification option						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	CONS-14	Final consumer labels	Any final consumer labels have been approved by the CB and comply with the labelling rules indicated in Annex I.	<i>See Annex I.</i>	2	X	X	X	X

› MINIMUM THRESHOLDS OF CERTIFIED INGREDIENTS

Principle: Product composition rules described in Annex I are respected.

Operations concerned			All operations (FL: Product Certification)						
Additional clarification			These criteria apply: - only to FL operations having chosen the product certification option; - in the case of multi-ingredient products.						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	CONS-15	Composition sheets	If any multi-ingredient product is to be certified: there are complete recipe sheets or composition tables and the certification status of each ingredient is known.		2	X	X	X	X
MUST Year 1	CONS-16	Composition thresholds	Minimum thresholds of certified ingredients presented in Annex I have been verified for each multi-ingredient product.	<i>For handicraft products, the certified content will be calculated on a case by case basis, depending on the used raw materials (see TRAD-53).</i>	2	X	X	X	X



8. MANAGING CERTIFICATION AND PERFORMANCE

This part explains how companies / organizations shall adapt their functioning in order to manage the compliance of operations and products, and to gradually improve their performance.

For all operations, this includes a good preparation of external audits, and transparency with the CB prior to and during the audit.

For Producer Operations, this is done through the implementation of an Internal Control System, i.e. the implementation of a regular internal monitoring, adjusted to the risks of the activities under the scope of the certification.

8.1. Conditions of External Audits

Principle: The Operation provides access to information, adequate persons and premises. It is aware of the applicable standard requirements.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1	MAN-1	Contact person	The Standard coordinator (or his/her representative) is present during the audit.	<i>Standard coordinator = Primary contact appointed by the operation for any certification issue related to the Standard implementation.</i>	2	X	X	X	X
MUST Year 1	MAN-2	Free Access	The auditor has unrestricted access to all premises, documentation and is free to interview the staff.		2	X	X	X	X
MUST Year 1	MAN-3	Activity description	The activity and certification scope have been properly communicated to the certification body, as well as any related changes. This includes clarification about parallel production and multi-site policy (see ELIG-10 and ELIG-11).	<i>In particular: - all stages of production, storage and processing carried out - concerned products - concerned suppliers / buyers and subcontractors have to be disclosed.</i>	2	X	X	X	X
		Information workers / producers	The company / organization management has a process in place to:						
MUST Year 2	MAN-4	a)	Inform the workers / producers about their right to discuss information with the auditor confidentially (e.g. information displayed before audit; information meetings).		2	X	X	X	
MUST Year 2	MAN-5	b)	Inform workers / producers of the outcome of the certification process (e.g. information on final audits findings displayed; information meetings).	<i>As part of this process, workers / producers' representatives can be invited to the exit meeting.</i>	2	X	X	X	
BONUS	MAN-6	Representatives in opening meeting	The opening meeting includes workers' and/or Producers' representatives.		2	X	X	X	

8.2. Follow-up of Certification and Performance

Principle: The Operation takes the necessary management steps to improve its CSR performance.

Operations concerned			All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	MAN-7	Standard knowledge	The Operation is aware of the certification requirements and of its own level of compliance against the standard.	<i>Updated version of standard available. Self-assessment according to the standard, or good understanding of standard's requirements.</i>	2	X	X	X	X
MUST Year 2	MAN-8	Monitoring non-compliances	There is a system in place to register and monitor non-compliances observed during external audits.		3	X	X	X	X
KO	MAN-9	Systemic faults	The Operation has not been subject to repetitive / intentional / numerous non-compliances covering core aspects of the standard.		2	X	X	X	X

Operations concerned			FFL: Producer operations; FL: All operations						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 2	MAN-10	Senior Representative	There is a designated representative with sufficient management power responsible for certification and performance according to the Standard.		4		X	X	X
MUST Year 2	MAN-11	Workers' representative	There is a procedure in place to make sure that workers' topics are known to the management and addressed during the certification. Ideally, there is an elected workers' representative responsible for certification and performance according to the Standard (see guidance).	<i>The workers' representative is chosen by non-management staff to facilitate communication with company management on matters related to certification. Typically, this workers' representative is invited in the opening meetings (see MAN-6).</i>	4		X	X	X

8.3. Internal Control System

Principle: Producer operations develop an Internal Control System that monitors implementation of standard principles and requirements.

Operations concerned			Producer Operations – Contracted / Organized Production						
Level	Ref.	Key words	Criteria	Clarification / Guidance	Max. Points	S	M	L	O
MUST Year 1 or 2	MAN-12	List of registered producers	<p>Year 1: Paper list can be accepted Year 2: List needs to be electronic</p> <p>The Producer operation has a complete list of all registered producers with at least:</p> <ul style="list-style-type: none"> - year of registration - names - place - size of production entity: total / used for certified product (see Guidance 1) - diversification (i.e. whether other non-certified products are produced or not) - type of workers (seasonal, permanent) hired by producer, if any - identification of medium and large-sized entities (see Guidance 2) 	<p>1) The size of the production entity must be defined in an adequate way depending on the product (livestock / crop / wild collection / handcraft). It can be accompanied by yield estimates.</p> <p>2) Any medium and large-sized producer (generally those hiring more than 5 permanent / 25 workers in total) are listed in the producer list.</p> <p>In general, this list shall monitor risks at producer level, and enable to select the producers that will be visited during either internal or external inspections.</p> <p>In a second step, this list can be completed with more accurate data, and serve as a summary of the results of the internal controls performed by the Producer operation about the individuals' compliance with the standard.</p>	3	X	X	X	X
MUST Year 1	MAN-13	Identification of critical issues / areas of improvement	<p>The Producer operation has identified the main critical local issues linked to the compliance with the standard in terms of:</p> <ul style="list-style-type: none"> - working conditions at producer level; - environmental aspects at producer level. <p>When social and environmental risks are low for all registered producers (see guidance), these critical issues may take the form of identified areas of improvement.</p>	<ul style="list-style-type: none"> - Low environmental risks at producer level: organic certification, or no chemicals used - Low social risks at producer level: very good labour regulations / protections and no identified specific risks (migrant workers, etc.), and/or Smallholders producers hiring very few workers (including seasonal) and no identified specific risks (child labour, etc.). 	3	X	X	X	X
MUST Year 2	MAN-14	Internal standard	<p>An internal standard exists which includes the identified critical issues / areas of improvement (see MAN-13) that need to be monitored under this standard at each Producer level. If there already exist some internal charters / standards (organic certification or other quality approach), these can be considered as appropriate as long as they cover / they are amended with the abovementioned aspects.</p>	<p>The internal standard is commensurate with the greater or lesser risk of the local context, including in terms of applicable social and environmental legislations.</p>	3	X	X	X	X
		Basic ICS	A basic ICS is in place, which includes the following:						
MUST Year 1	MAN-15	a)	Appointed and competent ICS staff responsible for the overall management of the ICS.		3	X	X	X	X

MUST Year 2	MAN-16	b)	Basic general and social / environmental / labour relevant data on producer level, regularly updated: - number of workers typically hired, - important data related to the follow-up of specific environmental aspects.	<i>For homogeneous situations (where the environment and the socio-economic situations of producers are roughly similar), all the information about Producers does not need to be individual. These data can be included directly in the producer list (see MAN-12).</i>	3	X	X	X	X
MUST Year 3	MAN-17	c)	Risk-based internal inspections, with: - at least 1 inspection per year for Large and Medium Entities - at least 1 inspection every 3 years for Small Entities. <i>Specific exemptions can be requested (see guidance).</i>	<i>When the 3 below conditions are met: -the majority of Producers are certified organic -sectors / countries present low social risk - there is a certain level of homogeneity amongst the producers The Producer operation can suggest other methods of internal control and monitoring, including the proposal of an adequate cycle of visits. In all cases, larger entities must be subject to regular internal inspections.</i>	3	X	X	X	X
MUST Year 2	MAN-18	d)	An improvement system for non-compliances, with written improvement plans for critical issues.		3	X	X	X	X

ANNEX I: COMPOSITION RULES

(PRODUCT CERTIFICATION OPTION)

This annex describes the composition rules to be respected in order to label a product under the For Life Standard.

“Certified ingredients” are For Life Social Responsibility certified ingredients, or ingredients recognised as equivalent according to the procedure presented in Annex IV.

Rule 1: Minimum threshold of social responsibility ingredients

The certified content shall respect minimum thresholds. Those thresholds differ depending on concerned sectors:

FOOD	(1) At least 80% of AGRICULTURAL INGREDIENTS must be certified
COSMETICS / DETERGENTS / HOME PERFUMES	(2) At least 70% of ALL INGREDIENTS EXCLUDING WATER, SALT AND MINERALS must be certified AND (3) At least 10% of the TOTAL PRODUCT must be certified
TEXTILES	At least 70% of FIBRES must be certified
ARTISANAL PRODUCTS	At least 70% of the COMPONENTS can be considered as certified (based on an individual analysis of the supply and production chain)

(1) *Salt and other non-agricultural ingredients can be certified, though very rarely. This is why, as a general rule, they are excluded from the calculation method. It is only when such ingredients are certified that they will be included in the calculation.*

(2) *Same comment as (1), for salt.*

(3) *On an exceptional basis, lower percentages can be accepted for this 2nd threshold (on the total product) for rinse-off products, non-emulsified aqueous products, and products with at least 80% minerals or ingredients of mineral origin, after approval by CB.*

If such thresholds are not respected, the certified ingredient(s) can be identified, but only in the ingredient statement (See Annex II, “Ingredient Statement Only” case).

Rule 2: “No blending” rule

Each type of certified ingredient shall normally be used only in certified quality in a given product. If this is not possible, an exception can be granted (see section below).

Exception to rule 2

Exception to rule 2 is possible, subject to the following conditions:

- i. A written application for the exception with detailed justification shall be submitted;
- ii. Exception is mainly accepted for technical constraints (non-certified blended ingredient has a particular physical / organoleptic / chemical characteristic and property that is required)

ANNEX II: LABELLING RULES

(PRODUCT CERTIFICATION OPTION)

The following rules must be respected to label **final consumer certified products**. They are linked to the minimum thresholds defined in Annex I.

General rules

Social Responsibility certified	
I. Approval Mention	<ul style="list-style-type: none"> ▪ “Social Responsibility certified according to the For Life standard” OR, for small packaging ▪ “For Life Social Responsibility certified”
I bis. Fair for Life website	<p>Recommended but optional:</p> <ul style="list-style-type: none"> ▪ Approval mention ends with “available at www.fairforlife.org” or is associated with “Visit www.fairforlife.org to learn more”.
II. Identification of certified ingredients	<ul style="list-style-type: none"> ▪ 3 options, to be chosen depending on applicable labelling regulations in the concerned country/market: <ol style="list-style-type: none"> a) Asterisk (or other marking) referring to approval mention b) “Social Responsibility certified” / “Social Responsibility” / “For Life” together with ingredient mention c) Approval mention ending or beginning with disclosure of certified ingredients
III. Certified content	<ul style="list-style-type: none"> ▪ “XX % of the total ingredients (or of the agricultural ingredients, or of the total fibres) are Social Responsibility certified” ▪ Other similar wordings can be accepted provided that they clearly reflect the calculation of the SR content
IV. Reference to “social responsibility”	<ul style="list-style-type: none"> ▪ If an ingredient that is part of the product designation is not certified, the terms “Social Responsibility” OR “Social Responsibility Certified” OR “For Life” cannot be used in the product designation ▪ See Annex III for other restricted claims
V. Origin of certified ingredients	<p>Highly recommended but optional:</p> <ul style="list-style-type: none"> ▪ Mention of the countries of origin of the certified ingredients
VI. FL seal	<ul style="list-style-type: none"> ▪ Respect of separate graphic guidelines
VII. Position of the FL seal	<ul style="list-style-type: none"> ▪ The seal can be used anywhere on the packaging
VIII. Other seals	<ul style="list-style-type: none"> ▪ No other seal than the FL seal must be printed close to the approval mention (possible exemptions for small packaging)

Condensed versions

Condensed versions of the above mentions can be used if they are disclosed in a specific or dedicated frame / space. Texts in grey font are optional.

Option II.a. Asterisk (or other marking) referring to approval mention

* Social Responsibility certified according to the For Life standard: XX% of the total ingredients. Origin: YY, ZZ. Visit www.fairforlife.org to learn more.

Label example:

MILK CHOCOLATE
INGREDIENTS: cocoa mass*; cocoa butter*; sugar*; milk; soy lecithin; vanilla*

* Social Responsibility certified according to the For Life standard: 80% of the total ingredients. Origin: Nicaragua, Paraguay, Madagascar. Visit www.fairforlife.org to learn more.

Option II.b. “Social Responsibility certified” together with ingredient mention

Social Responsibility certified according to the For Life standard: XX% of the total ingredients. Origin: YY, ZZ. Visit www.fairforlife.org to learn more.

Label example:

MILK CHOCOLATE
INGREDIENTS: Social Responsibility certified cocoa mass; Social Responsibility certified cocoa butter; Social Responsibility certified sugar; milk; soy lecithin; Fair trade certified vanilla.

Social Responsibility certified according to the For Life standards: 80% of the total ingredients. Origin: Nicaragua, Paraguay, Madagascar. Visit www.fairforlife.org to learn more.

Option II.c. Approval mention ending or beginning with disclosure of certified ingredients

AA (Origin YY), BB (Origin ZZ), Social Responsibility certified according to the For Life standard: XX% of the total ingredients. Visit www.fairforlife.org to learn more.

Label example:

MILK CHOCOLATE
INGREDIENTS: cocoa mass; cocoa butter; sugar; milk; soy lecithin; vanilla.

Cocoa (Nicaragua), sugar (Paraguay), vanilla (Madagascar), Social Responsibility certified according to the For Life standard: 80% of the total ingredients. Visit www.fairforlife.org to learn more.

With:

AA, BB: Name of the concerned ingredients;

YY, ZZ: Geographical origin of ingredients;

XX: % of certified content, indicated here on the total of ingredients (other calculation methods and wordings possible, see above III. Certified content).

“Ingredient Statement Only” case

- No seal permitted
- Certified ingredients are identified in the ingredient statement through an asterisk (or another similar marking)
- Reference to certified quality can be made only as a footnote to the ingredient statement in the form:
**For Life Social Responsibility certified ingredient (XX% of all ingredients)*
- The indication must appear in a colour, size and style of lettering which is not more prominent than the rest of the ingredient statement

Other languages

	English	Spanish	French
I. Approval Mention – Fair Trade	<ul style="list-style-type: none"> ▪ “Social Responsibility certified according to the For Life standard” <i>Or for small packagings:</i> ▪ “For Life Social Responsibility certified” 	<ul style="list-style-type: none"> ▪ “Certificado como Responsabilidad social conforme al estándar For Life” <i>Or for small packagings:</i> ▪ “Certificado Responsabilidad Social - For Life” 	<ul style="list-style-type: none"> ▪ “Responsabilité sociale contrôlée selon le référentiel For Life” <i>Or for small packagings:</i> ▪ “Responsabilité sociale contrôlée For Life”
Ibis. Fair for Life website	<ul style="list-style-type: none"> ▪ “[...] available at www.fairforlife.org” / “Visit www.fairforlife.org to learn more” 	<ul style="list-style-type: none"> ▪ “[...] disponible en www.fairforlife.org” / “Visite www.fairforlife.org para mayor información” 	<ul style="list-style-type: none"> ▪ “[...] disponible sur www.fairforlife.org” / “Plus d’informations sur www.fairforlife.org”
II. Identification of certified ingredients	<p>Option b: “Social Responsibility certified” / “Socially Responsible” / “For Life”</p>	<p>Option b: “Certificado como Responsabilidad social” / “De responsabilidad social” / “For Life”</p>	<p>Option b: “Contrôlé Responsable” / “Responsable” / “For Life”</p>
III. Certified content	<ul style="list-style-type: none"> ▪ “XX % of the total ingredients (or of the agricultural ingredients, or of the total fibers) are Social Responsibility certified” 	<ul style="list-style-type: none"> ▪ “XX % del total de ingredientes (o de los ingredientes de origen agrícola o del total de fibras) certificados como Responsabilidad social” 	<ul style="list-style-type: none"> ▪ “XX% du total des ingrédients (ou des ingrédients agricoles, ou du total des fibres) sont issus de filières responsables”

ANNEX III: COMMUNICATION RULES

These rules apply to any materials issued for external communication purposes such as catalogues, samples, product description, advertisements, websites, labels, etc. If such materials display the seal or any type of references to the certification, they must be submitted to the CB for approval prior to release.

All operations

Product certification option:

Certain statements are not permitted:

- The seal and any reference to the certification may only be associated with certified products.
- For the products to be marketed in France, the words “*certification*”, “*accreditation*”, “*agrément*” and their derivatives are not to be used in relation to the seal, or in any other reference to the certification.
- For texts containing a reference to the status or type of a Producer operation, there must not be any ambiguous content (e.g. contract companies or industrial plantations / commercial farms may not be referred to as "cooperatives" or "organized producer group" or other similar expressions).

Special cases and restrictions

Additional rules apply to entities that:

- 1) have not contracted with the CB, but are included in the certificate of a certificate holder (such as Producers within a Producer Operation); or
- 2) are registered (such as registered subcontractors, intermediate traders, etc.).

1) Entities included in the certificate of another Operation

Entities included in the certificate of other Operations (e.g. Producers within a Producer Operation) are not allowed to communicate information externally about the certification, except as authorised by the related certificate holder.

Product certification option: They can use the seal or refer to the certification for ensuring product traceability. This may be displayed on transaction documents such as wholesale labels, technical datasheets, instructions, invoices, delivery receipts, etc. issued exclusively within the certified supply-chain.

2) Registered entities (Product certification option)

Since they were not fully controlled, registered entities may only use the seal or refer to the registration / the scheme for the sole purpose of ensuring product traceability. This may only be displayed on transaction documents such as wholesale labels, technical datasheets, instructions, invoices, delivery receipts, etc. issued exclusively within the certified supply-chain. They may not communicate information externally about the registration / scheme.

ANNEX IV: RECOGNITION OF OTHER SCHEMES

(PRODUCT CERTIFICATION OPTION)

A For Life certified operation can request the recognition of an ingredient which is certified under a different social responsibility scheme.

For the recognition of an ingredient, a specific procedure must be followed.

Mutual recognition agreements may be signed between the concerned schemes / CB, defining simplified / amended rules for dealing with those cases. Such agreements prevail over this annex.

Recognized schemes

The recognized social responsibility schemes, under the For Life scheme are, for Producer Operations only:

- **FLO** (except handlers / traders)
- **FairWild** (except handlers / traders)
- **SPP** (except handlers / traders)
- **Fair Trade USA** (except handlers / traders)
- **Naturland Fair** (except handlers / traders)
- **Ecosocial IBD** (except handlers / traders)

These schemes respect the key characteristics as identified by For Life:

- Requiring and detailed approach of Social Responsibility
- Requiring and detailed approach of Environmental Responsibility

In order to respect traceability in the supply-chain, additional conditions apply.

Recognition procedure

A specific MoU (Memorandum of Understanding) shall be signed by both parties, including commitments from the supplier:

- to respect full physical traceability
- to inform the buyer in case the certification is suspended or revoked

Based on a risk analysis, additional controls focused on traceability, including “spot-check audits”, may be required at the level of the direct supplier.

ANNEX V: EXTRAORDINARY TEMPORARY EXCEPTIONS

(PRODUCT CERTIFICATION OPTION)

This annex describes the conditions under which an Operation may apply for an exceptional exemption in case of:

- *extraordinary disruptions in supply-chains;*
- *technical impossibility to ensure full physical traceability and separation.*

Reminder: “certified” ingredients are For Life Social Responsibility certified ingredients, or ingredients recognised as equivalent after having followed procedure presented in Annex IV.

Extraordinary disruptions in supply-chains

In case of extraordinary disruptions in established supply-chains, an Operation can apply for a short term extraordinary exception to use “substitute” ingredients instead of certified ingredients, without effect on product labels. In the below section, the For Life applicant requesting the exception is called the “Buyer”.

› DEROGATION REQUEST

The derogation request shall be submitted in writing by the Buyer and is subject to the following conditions:

- **Rationale:** The reasons of the disruption shall be extraordinary and cyclical (e.g. serious political unrests, climatic disasters like hurricanes, tsunamis, hail storms, crop failure well beyond regular harvest fluctuations, etc.);
- **Duration:** The duration of the derogation shall not exceed one year for a given ingredient / rationale;
- **Substitute ingredients:** The Buyer shall use its best efforts to search for and use substitute ingredients which are, in order of priority from 1 to 3:
 1. Certified under a recognized standard, listed in Annex IV
 2. Certified under an organic regulation
 3. Certified under a standard of “Good Agricultural Practices” as defined in 3.0
- **Compensation:** In cases 2 & 3, or in other cases, a compensation system must be introduced (e.g. selling corresponding quantity of certified products as non-certified products).

› DEROGATION FOLLOW-UP

Once the derogation has been granted, the below requirements shall be respected:

- Once the substitute ingredients have been purchased by the Buyer, they must be handled in the same way as certified ingredients, and in particular their traceability must be ensured in the same way (see CONS-9);
- If relevant, the compensation mechanism is implemented;
- For transparency purposes: **upon request**, the Buyer provides detailed information about the derogation (see CONS-10).

Exceptions physical traceability

The standard requires physical traceability and separation (either physical or in time) of certified ingredients and products. Exceptions to this requirement will only be granted in exceptional circumstances and for a limited period to allow manufacturers a change of production and supply-chain management.

Unless the derogation is requested for a level of commingling inferior to 5%, the product labels will need to be modified.

› DEROGATION REQUEST

The derogation request shall be submitted in writing by the operation and is subject to the following conditions:

- **Rationale:** Technical dossier explaining the difficulties experienced and their impacts on physical traceability.
- **Action plan:** Unless the derogation is requested for a level of commingling inferior to 5%, an action plan (over a maximum period of 5 years) shall be established, presenting the objectives, actions, resources and deadlines for correction measures.
- **Commingled / substitute ingredients:** The commingled / substitute ingredients shall not impact the intrinsic quality of the sold product (e.g. fine quality product); therefore, the commingled / substitute ingredients and the concerned certified ingredients shall be equivalent and mutually substitutable.

› DEROGATION FOLLOW-UP

Once the derogation has been granted, the below requirements shall be respected:

General requirements:

- A mass-balance system shall be respected on a per-site basis (at a given site, purchased certified quantities are not superior to quantities sold as certified, after accounting for all processing losses);
- The acquisition of certified ingredients shall precede the delivery of the products sold as certified products;

Additional Requirements (do not apply if the derogation is requested for a level of commingling inferior to 5%):

- Regular updates about the implementation of the action plan to be submitted to the CB (according to a frequency determined by the CB, at least annually)
- For transparency purposes:
The labelling rules related to final consumer product presented in Annex II are adapted as described below:

AA, BB, Social Responsibility approved according to the For Life standard: XX% of all ingredients, following a transitory mass-balance approach for AA

With:

AA, BB: Name of the concerned ingredients (including those not subject to derogation); AA: Name of the ingredient subject to derogation.

XX%: % of certified content, indicated here on the total of ingredients (other calculation methods and wordings possible, see III. Certified content in Annex II).

Other similar wordings can be accepted upon request.

Recommended but optional:

The operation publishes detailed information about the derogation (on-line information updated annually, presenting the rationale behind the derogation, and the progress with respect of the action plan) and displays the corresponding link on the product label:

More information at [www.]

With:

[www.]: webpage where detailed information about the exceptional derogation can be found

TERMS AND DEFINITIONS

The following terms are defined in their meaning and use within the For Life Scheme only.

› GENERAL GLOSSARY

Certified ingredient - For Life Social Responsibility certified ingredient or recognized Social Responsibility ingredient following Recognition of other schemes Procedure as described in Annex IV.

Internal Control System (ICS) – An ICS is a documented quality assurance and management system that allows an external certification body to delegate the inspection / follow-up of individuals from a group to the group manager. This system manages compliance with a standard and comprises the internal verification methods used (procedures, records, internal specifications, etc.).

Multi-Ingredient product (Composite product) – Product composed of more than one ingredient, or having only one ingredient but from different origins (e.g. a blend of olive oils / coffee).

Operation – The physical or legal person responsible for ensuring compliance with the requirements of this standard within the activity that is under its control; An Operation can include / take the responsibility of one or several legal or physical persons.

Record – Document that presents results obtained or provides evidence of activities carried out.

› SUPPLY-CHAIN ACTORS' GLOSSARY

Brand Holder – The company/organization under whose brand the final certified product is marketed to consumers.

Intermediate trader – Any trading company who is neither a Producer Operation nor a Brand Holder. An intermediate trader can be a processor, provided that products are purchased and owned by the company.

Producer – Primary producer such as farmer, collector, artisan, or individual processor, who is directly and individually paid for the provision of a product it directly produces / harvests or manufactures. In this standard, reference to the term “Producer” will not include the case where such a person is applying individually for certification. In such cases, it will be considered as a “Producer Operation” and not as a Producer.

Producer Operation – Any company or organization which is partially or totally dedicated to collecting the product from sites where farmers / harvesters / artisans or farm workers are working, and who has applied for the certification (i.e. this company or organization is responsible for the compliance to the standard of all the production and processing entities under the scope of its certificate).

Three types of simple settings are commonly defined, depending on the legal forms and commercial activities of the Producer Operation:

- 1) **Contract Production Company** - The Producer Operation is a trader or manufacturer contracting producers to produce or deliver products in a certain defined quality.
- 2) **Organized Producer Group** - The Producer Operation is a group of producers organized in a formal type of producers' association or cooperative. The Organized Producer Group buys the products from the Producers members of the group. It is democratically organized.
- 3) **Single farm / Estate / Plantation** - The Producer Operation is a company / individual producer who is managing its own farming / collection / artisan activity.

Subcontractor – A third party processing/packing and/or storing certified products on behalf of a contracting certified / registered Operation. The product is owned by the contracting certified/registered Operation, and the Subcontractor only charges for the service provided.

› SOCIAL GLOSSARY

Discrimination - The ILO definition is used: “Any distinction, exclusion or preference based on race, colour, gender, religion, political opinion, nationality or social origin (or any other motive determined by the aforementioned states) that causes equality of opportunity or treatment in employment or work to be lifted or reduced”.

Worker - All staff working in a given company / organization, including permanent, seasonal, temporary, migrant, foreign, casual and sub-contracted workers. The term “worker” also include persons employed in the administrative branch of a given company / organization. In this standard three categories of workers are identified:

- **Permanent workers** are workers who are employed on an ongoing, year-round basis.
- **Temporary or seasonal workers** are workers employed for limited periods related to fluctuations in demand for labour at different times of the year (seasonal tasks).
- **Regular temporary workers** are workers who basically work all the year with the employer, but are not categorised as permanent workers mainly because they work for a reduced number of hours, often not fixed (e.g. a temporary worker who works only one or two days per week / per month).

Young Worker - A young worker is defined by age as being between 15 (or higher if stipulated by national law) and 18 years old (or the age of legal adulthood as defined by national law, if higher).

Child - Any person under the age of 15, unless national minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply.

› ENVIRONMENTAL GLOSSARY

Agrochemical - A chemical substance used in agricultural production systems to maintain soil fertility (fertiliser), control weeds (herbicide) or combat pests (insecticide, fungicide, etc.).

Area of Special Ecological Value - Any ecosystem which is essential to the local or global biodiversity, be it terrestrial or aquatic. This includes but is not limited to protected areas (according to international law or national law, indigenous peoples’ and community conserved territories and areas, etc.). This could, for example, include areas which:

- contribute substantially to the survival of threatened, endangered species and/or endemic species;
- present a high wild species diversity;
- support important populations of one or more wild species;
- contain an outstanding example of a particular habitat type or a mosaic of different habitat types (particularly those listed under international law or national law); and/or
- represent an important area or are part of a corridor for one or more migratory species defined under the Appendixes I and II of the Bonn Convention (Convention on the Conservation of Migratory Species of Wild Animals).

Economic Threshold - The level of infestation or pest attack at which the benefits received (for example in terms of yield or crops saved) cover the cost of the treatment or application.

Ecosystem - A set or system of one or more biological communities (plants, animals etc.) along with the physical media within a determined zone (e.g. Forests, wetlands, lakes, etc.).

Erosion - Removal or displacement of soil caused by movement of water or wind.

Habitat - The place or type of site where an organism or population naturally occurs.

Integrated Pest Management (IPM) - A long-term prevention strategy to combat pests, involving a combination of techniques such as biological control (use of beneficent insects or microbes), use of pest-resistant varieties and the use of alternative agricultural practices in e.g. pruning, spraying or fertilizing.

Integrated Waste Management (IWM) – A multi-approach system for waste management which takes into consideration all stages of waste streams and combines different options for waste treatment (recycling, waste re-use, sorting etc.) and preventive strategies in order to find the optimal mix in terms of environmental, social and economic sustainability.

Natural Ecosystem - An ecosystem that occurs as it would without the influence of human beings. This ecosystem may be terrestrial or aquatic (e.g. tropical rainforest, grassland, coral reefs, tundra, lakes, etc.).

Natural Water Body - Lakes, lagoons, rivers, streams, brooks or other bodies of surface water that exist naturally.

Old Growth Secondary Forest - Secondary forest (forest that has been logged and has recovered naturally or artificially) that has sufficiently developed the structures and species normally associated with old primary forest of that type to act as a forest ecosystem distinct from any younger age class forest (adapted from: www.cbd.int).

Primary Forest - Forest that has never been logged and has developed following natural disturbances and under natural processes, regardless of its age (www.cbd.int).

Semi-natural Ecosystem - An ecosystem which has been altered by human actions, but which retains significant native elements (e.g. ecosystems resulting from “traditional“ forms of agricultural land use such as steppes, grasslands and wooded meadows).

Threatened or Endangered species - Species of flora and fauna indicated as threatened or endangered in applicable laws or regulations or by the IUCN - The World Conservation Union’s Red List (<http://www.iucnredlist.org>).

ACRONYMS AND ABBREVIATIONS

ASC – Aquaculture Stewardship Council (www.asc-aqua.org)

CB – Certification Body

CSR – Corporate Social Responsibility

COSMOS – Cosmetics organic and natural standard (www.cosmos-standard.org)

ERTS – Ecological and Recycled Textile Standard (www.ecocert.com)

FFL – Fair for Life

FL – For Life

FairWild – Fair Wild Foundation (www.fairwild.org)

FLO – Fairtrade Labelling Organization (www.fairtrade.net)

FT USA – Fair Trade USA (www.fairtradeusa.org)

GAP – Good Agricultural Practices

GOTS – Global Organic Textile Standard (www.global-standard.org)

ILO – International Labour Organization (www.ilo.org)

MSC - Marine Stewardship Council (www.msc.org)

SA8000 & SAI – Social Accountability 8000 Standard by SAI -Social Accountability International (www.sa-intl.org)

SPP – Símbolo de Pequeños Productores (www.spp.coop)
