

Fair Trade Danmark

Skema 2: Selv-Owned production business

The "Skema 2" comprises the 10 Principles of Fair Trade with a set of compliance criteria to assess how well your foreign company is implementing the Principles. Not all criteria need to be met from the beginning. Through continuous improvement is expected to work on the requirement and show progress according to its size and abilities; gradual improvement is expected at least until the compliance criterion is met.

Company Name	
Ownership	
Supplemental Address (building name etc.)	
Street Address	
City	
Country	
Number of male workers	
Number of female workers	
Total number of workers	
Structure of company	
Does the group employ workers or do family members help?	
Place of Work	
Main Fair Trade Products and/or Ingredients	
Approx. Volume you Buy	
Other customers? How much?	
Other recognised certification?	
Last Visit Date	
Visit by	

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In this section you assess yourself against the Compliance Criteria of the WFTO Standard that apply to FTOs. Every Compliance Criterion (CC) comes with several Indicators of Compliance; go to the column "Describe your Practices" and describe how well you do on all the Indicators of Compliance of a particular CC and write down in the field "evidenced in supporting document" which of your internal documentation (if any) evidence on that practice could be found. For some indicators and evidence fields extra guidance is provided in a pop-up field.

After that you assess how well you comply with the CC overall by selecting one of the 4 options in the column "Self Assessment". Your scores on all the CCs of a particular Principle together are a measure for how well you are living up to the Principle. Auditors and Peers will see your self-assessment and add their own rating and compliance findings.

1. Non-Compliant: you don't meet this criterion and are not yet working on it.

Correction may be required for continued membership if it is a Mandatory requirement

2. In Progress: you don't fully meet this criterion but are working on it. It is addressed in your improvement plan.

3. Compliant: You meet this criterion

4. Aspirational Best Practice; you exceed the basic requirement

N/A: Not applicable. Please only select if the criteria do not apply to you at all.

e.g.. if you don't have "producers" as you only buy from Suppliers of Fair trade Products.

The WFTO Standard defines by when all criteria must be met:

M= Mandatory means that the compliance criteria must be met for approval as a WFTO Guaranteed member.

M-Y2 or 4= Mandatory by Year 2 or 4 means the criteria must be met at the latest 2/4 years after first approval as Guaranteed Fair Trade Organisation by WFTO (that year counts as Year 0).

CI= Continuous Improvement means the member organisation is expected to work on the requirement and show progress according to its size and abilities; gradual improvement is expected at least until the compliance criterion is met.

Please answer ALL the questions ("Describe your Practices" / "Evidenced") at least shortly.

Based on your answers to the Compliance Indicators select an appropriate overall Self-Rating against the respective Compliance Criteria.

Where you do not fulfill a mandatory requirement, be honest about this and give reasons why and indicate actions you are taking to meet these requirements. Be sure to address these issues in your Improvement Plan below each Criterion.

If you have longer Comments, or want to describe your practice across several Compliance Indicators or Compliance Criteria, you can also use the comments box in each Principle section.

Principle 1

Poverty reduction through trade forms a key part of the organisation's aims. The organisation supports economically marginalised Producers and Workers, whether they are grouped in associations, co-operatives or companies, employed in Fair Trade committed family businesses, or informal/self employed Workers or Homeworkers. It seeks to enable them to move from income insecurity and poverty to social and economic empowerment. The organisation has a plan of action to carry this out.

Compliance Criteria 1.1

Mission: Your constitution, bylaws, articles of association or other legal documents confirm that poverty reduction through trade, the commitment to improve the socio-economic conditions of economically marginalised Producers and Workers, and/or trade justice are your organisation's priority. Where legal or other legitimate barriers prevent this, the primacy of the social mission must be demonstrated through other supporting evidence.

Self Assessment of Compliance

Describe Your Practices

- a) Your constitution, bylaws, articles of association, other legal documents or supporting evidence expresses your commitment to Fair Trade as a core aim.

Your mission or policy document expresses this commitment as a core aim

Yes No

Describe Your Practices

- b) The mission / commitment to Fair Trade is communicated publicly (e.g. on website) and throughout your organization .

Describe Your Practices

- c) You communicate your commitment and the principles of Fair Trade to your Producers, Workers and Suppliers of FT products.

Evidence, e.g. mission document, link to your website section displaying the mission, training materials

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 1.3

Focus on economically marginalised Producers/Workers: You work and trade primarily with Workers, Producers and Suppliers of FT Products who are socially and/or economically marginalised, or who are buying from such groups, or otherwise demonstrate positive impact on economically marginalised groups as a central part of your business.

Self Assessment of Compliance

Describe Your Practices, (You should provide the detailed information about the socio-economic background of your workers, producers and/or suppliers in Tab 2 in the respective fields, but please summarize your strategic focus for selection of Workers/Producers/Suppliers here)

- a) Your List of Workers, Producers/Producer groups gives a description of your workers, producers' and socio-economic background and demonstrates that you primarily work with economically marginalized groups.

Economically Marginalised Categories

You consider your workers, producers and suppliers economically marginalised because they are:

Craft producers or Farmers organised in cooperatives, which are not able to secure a dignified life for their family

Mentally or physically differently-abled

Refugees

(Recovering) Victims of violence

People escaping from organised crime and illegal economic practices

Other Reasons

Describe Your Practices (*If you recruit (also) Producers or Workers for production of the FT Product with certain skills from outside the social group of disadvantaged people, you need to justify this, and you need to consider training on the job. If do you not recruit people from outside marginalized social groups, simply answer "not applicable".*)

- b) If you work (also) with Workers, Producers or Suppliers of FT Products who do not belong to such marginalized groups you have a clear reasoning for this, which explains how this ties in with your commitment to Fair Trade.

Evidence, *e.g. Fair Trade Strategy, business plan or Fair trade action plans or annual reports*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 1.4 (Continuous Improvement)

Commitment to improving conditions: Your actions and trading activities demonstrate your commitment to improve the economic and social conditions of economically marginalised Producers, Workers and Suppliers of FT products

Self Assessment of Compliance

Describe Your Practices (*If you are frequently adding new Producers and/or Suppliers of FT products, you should have written selection criteria*)

- a) Your selection of new Producers, Workers producing the FT Product and/or Suppliers of FT products reflects this commitment.

Describe Your Practices

- b) Your business plan, Fair Trade action plan and or annual reports demonstrate continuous progress towards this aim.

Improving Conditions of Disadvantaged Producers

In what ways do you directly improve the economic and social conditions of disadvantaged producers, producer groups or directly employed producers and suppliers? Tick the box(es) and explain. Through:

Improving their Homes

Access to Education

Offering good Nutrition

Access to Healthcare

Supporting Social Acceptance

Improving the Environment

Appreciation of Cultural Identity

Other

Improving Conditions of Disadvantaged Producers Details

Evidence, (e.g. List/description of new Producers or supply chains in FT action plans or annual reports)

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 1.5 (Mandatory by Y4)

Reinvesting profits: As a Fair Trade committed organisation, you re-invest the majority of your profits in your FT business and expansion of your Fair Trade activities and pay management at proportionate levels.

Self Assessment of Compliance

Describe Your Practices

- a) The majority of your profits is reinvested in your FT business or used for social projects in line with your mission. --> Please describe your use of profits

Describe Your Practices

- b) Compensation for directors and/or owners (salary, bonus and profit share) is not extraordinarily high at proportionate levels.

Evidence (*Overview of use of profits e.g. in annual report, Management pay roll and bonus payments*)

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Principle 1 Comments

General Comments on your efforts to meet Principle 1. Do you need any training on the Criteria in Principle 1?

Principle 2

The organisation is transparent in its management and commercial relations. It is accountable to all its stakeholders and respects the sensitivity and confidentiality of commercial information. The organisation finds appropriate, participatory ways to involve Workers, Producers and members in its decision-making processes. It ensures that relevant information is provided to all its trading partners. The communication channels are good and open at all levels of the supply chain.

Compliance Criteria 2.1

Organisation and governance: You have a defined and functional organisational and governance structure, and a credible accounting system.

Self Assessment of Compliance

Describe Your Practices

- a) You provide up to date documentation of your organisational structure and governance - Annex to this SAR.

Describe Your Practices (*Exceptions may be considered case by case if it is not practicable to audit accounts externally and it is not a legal requirement*)

- b) You have externally audited accounts.

Evidence, *e.g. organizational diagram, ToR of governance body*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 2.2

Transparency: You provide transparent and well-founded information on your Fair Trade activities, including supply chains or membership requirements, to your trading partners and the public (as appropriate).

Self Assessment of Compliance

Describe Your Practices (*This can be by means of the Annual Report (see C), or by the annual report and additional information on Producers or Suppliers as requested by the trade partner.*)

- a) You provide your trade partners with relevant information about your Producers & Suppliers of FT products as well as your FT work and impact.

Describe Your Practices

- b) Your public information (website, marketing materials) provides truthful information about your Fair Trade activities and supply chains.

Describe Your Practices (*While a well shared written Annual Report is desirable, this information may be provided orally at e.g. an Annual Meeting with a summary version available to the general public. Organisations are encouraged to share the key point of their annual report with their workers & producers (e.g. during meetings)*)

- c) You provide an annual report, which includes the Fair Trade aspects and impact of your business. You make it available for your trade partners, your Workers and Producers, and the general public.

Evidence, e.g. *link to website information; sales materials, annual reports*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Principle 3

Compliance Criteria 3.8

Unfair competition: You do not engage in unfair competition with other FTOs (or FTNs, FTSOs) and respect intellectual property and associated rights regarding protected names/brands, designs, including logos, labels and culturally based designs or names. Unfair competition is defined as any deliberate action to harm competitors, e.g. making defamatory remarks about other FTOs to their buyers to persuade them to change to you as their supplier; deliberate short term / unsustainable dumping pricing practices to force competitors out of business.

Self Assessment of Compliance

Describe Your Practices

- a) You have no reported cases of unfair competition practices; if there are disputes with competitors they are documented and resolved

Describe Your Practices

- b) You respect intellectual property and associated rights, i. e. you do not copy other FTO's or other company's designs or use misleading labels or logos.

Evidence e.g. visiting reports or communication with suppliers, development of business levels per supplier, internal memos or decision regarding ending the relationship

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 3.9 (Continuous Improvement)

Cultural identity: You respect the value of cultural identity, local materials and skills e.g. in your product development, selection and labelling. Where possible, traditional local skills, materials and products are used or incorporated in updated product designs.

Self Assessment of Compliance

Describe Your Practices (*Comment on the availability of local skills and materials, and why you use them or not.*)

- a) You use local skills and materials in your products where possible.

Evidence

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 3.10 (Continuous Improvement)

Sourcing Policy: You strive to know the origin of the main ingredients, raw materials, components or constituents of your FT products and provide an overview of outsourced processes. You develop a Fair Trade sourcing policy (including outsourcing if any of your operations are outsourced) with the aim of buying your raw ingredients/raw materials/components from FT sources where possible and otherwise predominantly from sustainable or ethical supply chains, starting with particularly high risk materials/processes and main components.

Self Assessment of Compliance

Describe Your Practices

- a) You work on finding out the origin of the main ingredients/raw materials/components /constituents of your FT products, starting with your most ingredients/raw materials/components.

Describe Your Practices (*See WFTO Standard Chapter 5, section (b) for more guidance and help in this step*)

- b) You aim to understand any major sustainability risks / potential unethical practices in your supply chains of these ingredients/raw materials/components.

Describe Your Practices (*See WFTO Standard Section 5 (c) for more guidance.*)

- c) You have an overview of all subcontracted/outsourced processing of FT Products and analyse the risk of major sustainability problems or unethical practices of these subcontractors. You should also consider your relation with the subcontractor and your relative importance /leverage to potentially demand better practices . If you outsource processes that you used to do yourself, you include justification for this.

Describe Your Practices (*See additional guidance in cthe WFTO Standard Chapter 5. The policy may be simple to start with, identifying your priorities to improve in line with your mission and gradually refining your policy and sourcing practices over time*)

- d) You have a Fair Trade sourcing policy with the aim to source the main ingredients/components /constituents of your FT product from FT sources where possible and otherwise predominantly from verified sustainable and ethical sources (including any outsourced production of the FT product).

Describe Your Practices

- e) If not sourcing from/subcontracting to FT units or verified sustainable suppliers, you justify your sourcing practices and develop plans to gradually replace unsustainable components/raw materials by better alternative sources, starting with high risk materials and main components/materials.

Evidence *e.g. sourcing policy and related analysis of raw materials/components used, list of subcontractors and analysis*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Principle 3 Comments

General Comments on your efforts to meet Principle 3. Do you need any training on the Criteria in Principle 3?

Principle 4

Compliance Criteria 4.5 (Continuous Improvement)

Information Sharing: You ensure that the parties to the fair payment dialogue are sufficiently informed and adequately educated to participate as equals in the wage and price setting dialogues. The aim is dialogue in the spirit of good faith and integrity of purpose.

Self Assessment of Compliance

Describe Your Practices (When you make an assessment of the needs for training in your organization (see CC 8.1) you check whether Workers and Producers representatives, who participate in the fair payment dialogue, are sufficiently informed and trained, and you adapt your Training Program accordingly. Any training should happen before the actual dialogue)

- a) You make sure that your Producers and Workers (including piece rate workers) who are involved in the fair payment dialogue are sufficiently informed and understand the negotiation process to participate as equals.

Describe Your Practices

- b) Before starting any wage/price negotiations, you make sure that your Producers and Workers (including piece rate workers) have adequate up to date information at hand (e.g. Product Costings, Local Living Wage Ladder, Local Context notes, etc.).

Evidence

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 4.6

Minimum Wage: You pay your Workers at least the legally required Minimum Wage. If your wage analysis shows that you do not pay legally required minimum wages, this needs to be addressed with top priority on your way towards Local Living Wages

Self Assessment of Compliance

Describe Your Practices

- a) Your salary administration demonstrates that all Workers earn at least the Minimum Wage that applies to them.

Describe Your Practices

- b) All your piece rate Workers (on and off site) earn the Minimum Wage and you have a documented and transparent calculation method to convert their piece rate income into a monthly salary, based on a standard working day and without overtime.

Evidence

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 4.7 (Continuous Improvement)

Local Living Wages: You pay your Workers a Local Living Wage. FTOs who are not paying Local Living Wages analyze their gaps and have a plan to work towards local living wages with a realistic time-line and targets (included in their WFTO Improvement plan).

Self Assessment of Compliance

Describe Your Practices

- a) Your payment records confirm that all your workers (including piece rate workers) earn the Local Living Wage (as estimated in your Local Living Wage Ladder tool) or more.

Describe Your Practices (*This is best included your organization's operational improvement plan; your planned improvements may need to be summarized in the WFTO Improvement plan*)

- b) if not yet paying the Local Living Wage you have a plan which projects the steps towards LW to be taken each year. You report on progress and update your planning annually.

Evidence

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Principle 5

The organisation adheres to the UN Convention on the Rights of the Child and national/local law on the employment of children. Organisations who buy Fair Trade products from Producers/Producer groups or Fair Trade companies ensure that the Producers comply with the UN Convention on the Rights of the Child and national/local law on the employment of children. Any involvement of children in the production of Fair Trade products (including learning a traditional art or craft) is always disclosed and monitored and does not adversely affect the children's well-being, security, educational requirements and need for play.

Compliance Criteria 5.1

No children employed: You do not employ children below the age of 15 or under the age defined by local law (whichever is higher) as Workers. For specified cases where child work is allowed by national law (e.g. work experience during school holidays) you must monitor the health, safety, welfare, education and right to play of working children according to the relevant UN Convention on the Rights of the Child.

Self Assessment of Compliance

Describe Your Practices

- a) You know applicable legal requirements and age definitions with regard to child labour.

Describe Your Practices (The proof of age can be obtained by checking the ID's of new workers. If workers have no ID you must find another way of verifying the age, for example through a doctor's attest. Proof of age documents must be archived, for example in the personal files of Workers.)

- b) You have a procedure in place to verify the age of all your workers and have the age of all your workers on file.

Describe Your Practices (The auditor may want to check all details in case you employed children (e.g. in school holidays), so their work placement, working hours etc. needs to be extra well documented.)

- c) You do not employ children below the age of 15 or under the legal minimum age of your country. If the laws of your country define exceptions, such as allowing children below the minimum age to work during school vacations, you have a mechanism to monitor that their participation in production is within legal limits, and to monitor their health, safety, wellbeing and school attendance.

Describe Your Practices

- d) If any children < 15 yrs. are present in your production premises although they are not employed by you (e.g. because they accompany their parents) you have adequate mechanisms to monitor their participation in production (which must be minimal and within legal limits), their safety and wellbeing.

Describe Your Practices (*In correcting any child labour situations you must keep the child's interest your top priority. At any time (e.g. while phasing out child labour) you must ensure the children do not undertake potentially dangerous or damaging work*)

- e) Children who you have taken out of your production process because of violation of the no Child Labour principle cannot be left on their own; they must be monitored and appropriate measures must be taken to ensure due schooling and to prevent that they end up as child labourers again.

Evidence *e.g. name of legislation related to child labour as applicable to your operations, child labour policy including age-verification-procedure, records / worker files for any children employed in the past*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 5.2

Protection of young workers: If you employ young Workers (15- 17 years) you ensure that their working conditions conform to applicable national regulations. You must not submit Workers of less than 18 years of age to any work which is likely to jeopardise their health, safety, morals or their school attendance.

Self Assessment of Compliance

Describe Your Practices

- a) You know the legal requirements and work restrictions applicable to young Workers.

Describe Your Practices

- b) Your management staff knows and monitors restrictions for young Workers.

Describe Your Practices

- c) Young Workers perform only light, age appropriate work within legal restrictions. They are not exposed to work in an unhealthy environment, excessively long working hours, night hours, the handling of, or exposure to, chemicals or operation of dangerous equipment.

Evidence e.g. indicate main legislation related to protection of young workers, HR policies, management briefings, payment records

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

[Compliance Criteria 5.3](#)

FTOs with Producers and/or Homeworkers: Producers' involvement of children in production: you monitor the risks of involvement of children in your production processes (in your Producer IMS) and work with your Producers / Homeworkers to ensure that:

If they involve their children (under the age of 15) in production this is kept to the minimum, is never dangerous and does not interfere with schooling.

Neither their young family members (15-17 years) nor any employed young workers are involved in dangerous or exploitative work.

Producers do not contract children (under 15 years of age) as workers.

Your Producers' / Homeworkers' children below 15 years of age are allowed to help their parents in production within certain limits: Their work shall not interfere with schooling, i.e. it may only take place during non-school hours and holidays, and must allow time for homework and play. The work shall be appropriate for their age and physical condition. They should be supervised by their parents and not work long hours and/or under dangerous or exploitative conditions. Involvement of younger children under the age of 13 shall be minimal.

Self Assessment of Compliance

Describe Your Practices (You must monitor Producers' involvement of children's in your Producer IMS, any substantial problems / non-compliance and your improvement focus should also be included in the Summary of IMS Findings in Tab 4! For home-workers 5.1 (no employment of children) would apply too, but since it's much harder to monitor in a homemaker situation, you should have a similar supervision/monitoring approach as for producers to ensure compliance with this CC.)

- a) Children under the age of 13 are not substantially involved in the production of the FT product (even if helping their parents, learning the craft), and this is monitored in your Producer IMS.

Describe Your Practices

- b) Producers do not contract children (under 15 years of age) as workers. This is monitored in your Producer-IMS.

Describe Your Practices

- c) If children (under the age of 15) help their parents in production, this is kept to the minimum, is never dangerous and does not interfere with schooling, i.e. only after school and during holidays, not for long hours. Their work is always only under supervision of their parents.

Describe Your Practices (*This includes producers' own children as well as any young workers Producers may have*)

- d) Younger family members (15-17 years) and young workers under the age of 18 are not exposed to any dangerous or exploitative work.

Describe Your Practices

- e) Your Producer IMS monitors child labour and safe conditions for young workers adequately.

Evidence e.g Producer visiting reports, improvement plans for each producer group analysis of children's involvement in production in all/some producer groups.

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 5.4

No forced Labour and human trafficking: You and your Producers do not restrict Workers' freedom of movement or employment and are not involved in human trafficking.

Self Assessment of Compliance

Describe Your Practices

- a) You do not withhold payments or original legal documents of your Workers. Workers are free to leave your premises (suitable security measures are accepted) and to terminate employment.

Describe Your Practices

- b) Your Producers do not use forced labour and are not involved in human trafficking.

Evidence e.g. information in employee handbook, HR policies on lending schemes, workers rights displayed in the workplace; contracts

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Principle 5 Comments

General Comments on your efforts to meet Principle 5. Do you need any training on the Criteria in Principle 5?

Principle 6

The organisation does not discriminate in hiring, remuneration, access to training, promotion, termination or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, HIV/Aids status or age. Where women are employed within the organisation, even where it is an informal employment situation, they receive equal pay for equal work. The organisation recognises women's full employment rights and is committed to ensuring that women receive their full statutory employment benefits. The organisation takes into account the special health and safety needs of pregnant women and breast-feeding mothers.

Compliance Criteria 6.1

No discrimination: In your employment practices you do not practice any discrimination in hiring, remuneration, access to training, promotion, disciplinary practices, termination or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, HIV/Aids status or age, unless it is part of your mission to favour particular disadvantaged groups.

Self Assessment of Compliance

Describe Your Practices (*Your approach should cover all relevant aspects: your social environment and most common "entrenched" discrimination practices in the local setting, and specific procedures to avoid/mitigate such discrimination in hiring, access to training, promotion, termination as well as remuneration.*)

- a) Your commitment to "no discrimination" in employment is explicitly expressed and communicated, .e.g. in a Discrimination Policy, or a related chapter of your employee handbook.

Describe Your Practices (*It is recommended you develop a hiring & promotion policy, which gives a short analysis of the social environment in which you operate, and you indicate from which social groups you will hire workers with priority. In your Description of Practices you report about actual hiring & promotion*)

- b) In your hiring, access to training or promotion you act in accordance to your policy and do not practice any discrimination.

Describe Your Practices (*This will be verified by checking your wage records and calculations for piece-rate workers*)

- c) You have a transparent system to set wages and you do not practice discrimination in wages.

Describe Your Practices (*You should keep files of your disciplinary practices and dismissals to allow verification that your decisions were not discriminatory*)

- d) In your disciplinary practices, termination or retirement you do not practice discrimination.

Evidence *e.g. discrimination policy or chapter in workers handbook, hiring & promotion policy, workers list with base salaries, payment records, employee files, incl. documentation of disciplinary action*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 6.2

Equal pay men/women: You provide equal pay for equal work, equal employment rights and benefits for women and men.

Self Assessment of Compliance

Describe Your Practices (*This will be verified by checking your payment records, but in assessing your calculations for piece-rate workers wages*)

- a) Your payment records show that women and men, doing equal work are paid the same per equal time worked.

Describe Your Practices (*The intention is equal & fair treatment, even if there may be some justified differences, e.g. maternity leave for women*)

- b) Women and men have equal employment rights and receive equal employment benefits.

Evidence *e.g. payment records, workers list with base salaries, workers contracts*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Compliance Criteria 6.7 (Continuous Improvement)

Women's position in the community: you encourage and support women to become visible and recognised, e.g. through organising themselves formally in producer groups, and you engage in prevention of violence against women and girls in the community.

Self Assessment of Compliance

Describe Your Practices

- a) If you have women Producers and/or Homeworkers, you encourage & support them to organise into collective forms.

Describe Your Practices

- b) If violence against women or girls is common in the community, you engage in training or projects to raise awareness and eliminate violence against women and girls.

Evidence *e.g. description of your efforts (project documents, in your annual report)*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Principle 7

The organisation provides a safe and healthy working environment for Workers and Producers. It complies, at a minimum, with national and local laws and ILO conventions on health and safety.

Compliance Criteria 7.1

Health & Safety Risk Assessment and Management: You have an up-to-date assessment of health and safety risks in your operations and record accidents or work related health problems, analysing all incidents and taking appropriate corrective action to improve the situation

Self Assessment of Compliance

Describe Your Practices (A risk assessment is a document that lists the health and safety risks to which Workers and Producers are exposed, including risks from machinery, tools and chemicals used, fire and building construction failure. The assessment briefly describes all your production processes and related risks, in your own production facilities and in the work shops of Home Workers and Producers. For low risk situations (little or no production or warehousing) a summary of risks here is sufficient)

- a) You have an assessment of the health and safety risks.

Describe Your Practices

- b) You keep a register of accidents and incidents (including “near misses”) as well as work related health problems.

Describe Your Practices (For any serious accidents a detailed analysis and documentation of improvement is expected)

- c) You regularly analyse all incidents and take appropriate measures to improve the situation.

Describe Your Practices (*If there are any risks that require training and instruction to reduce the risks, you need to include this in the training schedule in Principle 8*)

- d) You have a manager responsible for H&S who makes sure that supervisors are trained in H&S and aware of relevant risk areas and risk prevention.

Evidence *e.g. H&S risk assessment, accident register incl. follow up, terms of reference safety manage*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 7.2

Health & Safety Training and Workers involvement: You train your Workers in health & safety and involve them in identifying and addressing risks in their workplaces.

Self Assessment of Compliance

Describe Your Practices

- a) You provide initial and regular training in H&S to your Workers, as needed to address the identified risk.

Describe Your Practices

- b) You involve your workers in identifying and addressing risks in their workplaces.

Evidence *e.g. training schedules, documentation of workers trainings*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 7.6

Minimum Social security: You provide your Workers with all legally required social benefits (e.g. retirement contributions, sick leave, basic social security, health care contributions, as applicable).

Self Assessment of Compliance

Describe Your Practices (*This refers to legally required "social security benefits" such as social security contributions, retirement contributions, compulsory insurance for workers, unemployment insurance/benefits etc.*)

- a) You know your social security obligations and benefits for your workers.

Describe Your Practices (*Typical legally required benefits like basic social security insurance, compulsory accident or invalidity insurance, unemployment/ redundancy insurance, compulsory sick leave allowance, retirement fund contributions. Some of these may require contribution by the workers (to be deducted from wages), and contributions to be paid by you, the employer. You pay all these contributions as required.*)

- b) You provide all legally required social security benefits to your Workers, and pay at least the legal minimum contributions as employer.

Evidence *e.g. list the relevant key legislation, contracts, payroll, social security payments*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Principle 8

The organisation seeks to increase positive developmental impacts for economically marginalised Producers and Workers through Fair Trade. The organisation develops the skills and capabilities of its Workers and Producers/Producer groups. Organisations working directly with Producers develop specific activities to help these Producers improve their management skills, production capabilities and access to markets – local/regional/ international/Fair Trade and mainstream – as appropriate. Organisations, which buy Fair Trade products assist their Suppliers of FT Products to develop their capacity to support the economically marginalised Producers that they work with.

Compliance Criteria 8.1

Training Plan: You have a plan to build the capacity of your Workers and Producers/ Producer Groups (if any) according to their needs and your need as an organisation.

You should aim to improve your Workers' and Producers' as well as Producer Groups' capacity as needed and as required in this standard. The training plan should include at least the following aspects required in the standard chapters:

- Improving production, management & business skills (Principle 8)
- Basic information for fair price and wage setting (Principle 4)
- Gender equity and leadership (Principle 6)
- Health & safety issues (Principle 7)
- Fair Trade awareness of Workers and Producers (Principle 9)
- Minimising Impact on the environment (Principle 10)

Self Assessment of Compliance

Describe Your Practices

- a) You regularly make an assessment of the training needs of your Workers and Producers. You also assess what other training is needed in your organization in order to meet the WFTO standard. You write and re-write a Training Plan based on these assessments. The Training Plan includes an approved budget.

Describe Your Practices (*Please summarize the trainings given since last SAR briefly and explain any deviations between plan & implemented training*)

- b) You have implemented the trainings as per training plan. Please summarize your training activities shortly.

Training

You offer training on the following:

Improving production, management & business skills

Basic information for fair price and wage setting

Gender equity and leadership

Health & safety issues

Fair Trade awareness

Environmental topics

Other

Evidence *e.g. training plan, records of trainings (materials, attendance logs etc.)*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Principle 9

The organisation raises awareness of the aims of Fair Trade and of the need for greater justice in world trade through Fair Trade. It advocates for the objectives and activities of Fair Trade according to the scope of the organisation. The organisation provides its customers with information about itself, the products it markets and the Producer organisations, Producers or Workers that make or grow the products. Honest advertising and marketing techniques are always used.

Compliance Criteria 9.2 (Continuous Improvement)

Advocacy for FT issues and engagement in WFTO: You engage in awareness raising, education, campaigning or advocacy on important FT issues (e.g. stronger role for women; poverty eradication; discrimination) and engage in the WFTO community (e.g. at regional organisation level, at conferences or by contributing to working groups) according to the scale of your operations, possibly in collaboration with partners or local FT networks.

Self Assessment of Compliance

Describe Your Practices

- a) You have activities to campaign, raise awareness or educate about Fair Trade and/or specific issues within Fair Trade.

Describe Your Practices

- b) You engage in WFTO (meetings, working groups, regional forums, use & promotion of the WFTO Product Label).

Describe Your Practices

- c) Information for WFTO: Do you participate in World Fair Trade Day, and if yes, how?

Evidence *e.g. website link, marketing materials*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Principle 10

Organisations that produce Fair Trade products maximise the use of raw materials from sustainable managed sources in their ranges, buying locally when possible.

Compliance Criteria 10.1

Meeting legal environmental requirements: You comply with applicable legal requirements on environmental protection. (in your own operation)

Self Assessment of Compliance

Describe Your Practices

- a) You know and meet legal requirements regarding protection of ground water and open water bodies for your own operations.

Describe Your Practices

- b) You know and comply with minimum legal air pollution requirements for your own operations.

Describe Your Practices

- c) You know and meet legal requirements in waste management and prevention of soil contamination.

Describe Your Practices

- d) You know and meet legal requirements for protecting ecosystems and endangered/threatened species (own operations).

Describe Your Practices (*You can check toxicity information for pesticides in online data bases like this one by the IPM Coalition of ISEAL.. The following are commonly banned based on International Conventions: http://www.ipm-coalition.org/overview/conventions//field_toxicity_classes_combined/iseal-ipm-coalition-common-ban-28456*)

- e) You only use chemicals (including pesticides) that are legal for the respective use in your country and do not use any chemicals internationally identified as "highly hazardous " or banned by International Conventions.

Describe Your Practices (*Only applicable if you produce agricultural products.*)

- f) You and your producers do not intentionally use genetically engineered seed or planting stock for your FT Products and avoid GMO contamination in seed stock.

Evidence e.g. key legislation, confirmation of compliance by local authorities, lab analysis of waste water indicating compliance with the law, internal audit reports, waste management plan & prevention of contamination

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 10.2 (Continuous Improvement)

Minimising Impacts: You have a written policy to understand and minimise the main negative environmental impacts of your activities with regard to water conservation, protection of water bodies and natural ecosystems, bio-diversity, energy usage, air pollution and waste. The policy is according to your scale of operations and the severity of your impacts. In case of severe environmental problems, WFTO may make improvement measures mandatory for continued membership.

Self Assessment of Compliance

Describe Your Practices

- a) You have a written up-to-date analysis of major environmental impact and risks of your production processes (incl. List of potentially toxic chemicals used). The document demonstrates your plans and efforts to reduce negative impact and to prevent accidental damage to the environment.

Describe Your Practices

- b) You demonstrate efforts to monitor and minimise raw material use and waste production.

Main Products

What do you use for your main products (not your packaging)?

Natural or biodegradable materials

Natural dyes

Upcycled materials

Recycling materials

None of these

Your Packaging

What do you use for your packaging?

Natural or biodegradable materials

Upcycled materials

Recycling materials

None of these

Describe Your Practices

- c) You demonstrate efforts to minimize energy use and shift to renewable or low-carbon energy sources where possible.

Evidence *e.g. environmental impact risk analysis, environmental management plan, operating procedures to prevent contamination*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No

Compliance Criteria 10.3 (Continuous Improvement)

Producers Minimise Impacts: You work with your Producers and/or homeworkers to ensure that they are trained in good environmental practices (as relevant for their production) and strive to protect their ecosystems and prevent contamination of water, soil or air.

Self Assessment of Compliance

Describe Your Practices

- a) Your Producers are aware of the major negative impacts of their production and are trained in best practices, including applicable important legal environmental requirements.

Describe Your Practices

- b) Your Producers apply responsible production methods and prevent contamination of soil, water or air as well as destruction of ecosystems. They only use chemicals (e.g. pesticides) that are legal to use and not banned by international conventions as they are highly hazardous.

Evidence *e.g. producer training records, impact assessment of production*

Please give details of documents you have that give evidence for the answers you have given for this principle.

Did You Agree an Improvement Plan from your Previous SAR?

Yes No

Improvement Plan Needed

Yes No