

Fair Rubber Standards

Version 3.3

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| <p>Basic principle of the Fair Rubber System</p> | <p>The benefits from the Fair Rubber system are meant for those who actually do most of the physical work. Farmers and tappers as well as plantation workers and their management need to reflect this principle in the way they establish their organisation and their way of working.</p> |
| <p>Terms and Definitions</p> | <p><i>The Fair Rubber system welcomes both plantations and organisations of smallholders and/or landless tappers and therefore needs to define its requirements according to realities respectively – hence the different columns with requirements and means for verification to reflect these.</i></p> <p><i>For the plantation sector it is obvious that the workers will be the beneficiaries of the system.</i></p> <p><i>In the smallholder sector however, there are various ways of organisation that can be found, from a group of smallholder farmers who all tap rubber themselves to organisations of farmers who sometimes hire tappers to work for them (sharecroppers), and all kinds of variations in the membership structure.</i></p> <p><i>This situation can also be found in cases where landless tappers get organised – also here smallholder farmers can be found as members who tap themselves and are treated as equal to the tappers.</i></p> <p><i>As outlined above in the basic principle the benefits from the Fair Rubber system must always reach those who actually do the physical work. The requirements below try as much as possible to reflect these different realities, but this depends on a clear and transparent membership structure with details about the respective status of their members.</i></p> <p><i>Some of the requirements below will therefore be slightly different depending on the status of the members of the organisation – always based on the above mentioned basic principle.</i></p> <p><i>In the right column named „additional guidance“ some more guiding explanations can be found.</i></p> <p><i>Besides this, the Fair Rubber Association has outlined in the same column, which of the requirements are most important – they are called „critical“ and a failure to comply with these will result in a major non-compliance during an audit (which might lead to the suspension of the group).</i></p> <p><i>A minor non-compliance will occur when other requirements without any status-declaration in the right column are not complied with – but they might become a major non-compliance whenever they are not complied with also in following audits.</i></p> <p><i>Some requirements are called „continuous improvement“ – this means that on these standards on going activities for improvement are expected, until they reach full compliance – and as long as such activities take place, it will not lead to a non-compliance.</i></p> |

| Criteria and Indicators | | Means for Verification | | Additional guidance |
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| 1 | General Requirements | Hired Labour on plantation | Organisation of smallholders and/or Organisation of landless tappers | |
| 1.1 | Mission Statement | | | |
| | <i>There shall be a publicly available policy endorsed by the owner or most senior manager explicitly stating the long term commitment to forest management practices consistent with the Sustainable Development Goals (SDG).</i> | <i>Policy document</i> | <i>Not applicable</i> | |
| 1.2 | Legal Land Tenure | | | |
| 1.2.1 | <i>The plantation shall demonstrate documentation (included associated maps) with clear evidence of legal, long term forest management customary or use rights to manage the lands and to utilize the forest resources under evaluation.</i> | <i>Documentation Maps with boundaries Interviews with management staff, local stakeholders and government agencies</i> | | <i>Critical</i> |
| | <i>The smallholder association shall demonstrate that their members have land ownership or customary rights to their rubber fields, and no land encroachment to public land or public forest takes place.</i> | | <i>Documentation – list of members with status indication</i> | <i>Legal Use rights may be associated with - fee-simple ownership - long-term or renewable lease rights - long-term or renewable exclusive management agreements - other mechanisms allocating long-term or renewable management rights and responsibilities</i> |

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| 1.2.2 | <i>The plantation shall provide evidence that local communities either have a clear and direct control over the forest operations or that they have delegated such control with free and informed consent to other agencies.</i> | <i>Documentation (written agreements), Interviews with management staff and representatives of local communities.</i> | <i>Not applicable</i> | |
| 1.3 | Compliance with national legislation | | | |
| | <i>The plantation / the smallholder association and its members shall comply with the applicable national and local laws, ratified international conventions and obligatory codes of practice, relating to the topics covered by this standard.</i> | <i>No indication that national legislation is violated.</i> | <i>No indication that national legislation is violated.</i> | <i>Critical</i> |
| 1.4 | Local Communities | | | |
| 1.4.1 | <i>The plantation shall identify, evaluate and document the social impacts resulting from its operations, in consultation with the people and groups (both men and women) who are directly affected by the management operations.</i> | <i>Interviews with Managers and local communities</i> | <i>Not applicable</i> | <i>Members of smallholder organisations, sharecroppers and landless tappers are the local people themselves</i> |
| 1.4.2 | <i>The plantation shall demonstrate how it has incorporated the results of its evaluation of social impacts into its management planning and operations</i> | <i>Interviews with Managers and local communities Management plan Operational plan</i> | <i>Not applicable</i> | |
| 1.4.3 | <i>The plantation shall maintain regular and ongoing consultation with the people and groups (both men and women) who are directly affected by its operations in order to identify social impacts and the potential to avoid or reduce such impacts on an ongoing basis.</i> | <i>Interviews with Managers and local communities Documentation Records</i> | <i>Not applicable</i> | |

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| 1.4.4 | <i>A documented dispute resolution procedure shall exist to resolve conflicts with local peoples through consultation aiming at achieving agreement or consent, avoiding damage to property, resources, rights and livelihoods.</i> | <i>Procedures Interviews with management staff and local stakeholders</i> | <i>Not applicable</i> | |
| 1.4.5 | <i>Where grievances are raised, they shall be responded to promptly and fairly.</i> | <i>Records Interviews with management staff and local stakeholders</i> | <i>Not applicable</i> | |
| 1.5 | Internal Control System (ICS) | | | |
| | <i>A basic ICS is in place which includes the following: - appointed and competent ICS staff responsible for the overall management of the ICS - basic general and social/environmental/labour related data on member level, regularly updated – including records for rubber delivered; - number of tappers hired (where applicable) - important data related to the follow-up of specific environmental aspects - risk-based internal surveys (at least 1 per year for large and every alternate year for medium sized organisations, every 3 years for small organisations) - an improvement system for non-compliances, with written improvement plans for critical issues and continuous improvements. For more details please refer to the Guidance document</i> | <i>Not applicable</i> | <i>Fully applicable after 3 years</i> | <i>Sizes of Organisations * small: < 50 * medium: 51-100 * large: > 100 members see also Guidance document</i> |
| 2 | Social Standards | Hired Labour on plantation | Organisation of smallholders and/or Organisation of landless tappers | Additional guidance |
| | | | <i>By definition there is no hired labour in these groups at member level (for the organisation itself see above) Applicable only in cases where the group has more than 20 permanent employees at group level and then the standards for hired labour will apply fully.</i> | |

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| 2.1 | Rights of workers to organize and voluntarily negotiate with their employers | | | |
| 2.1.1 | <i>Interested workers shall be able to form and/or join organizations of their choice (including labour unions) without fear of intimidation or reprisal,</i> | <i>Interviews with management staff, workers and labour union representatives</i> | <i>Not applicable – see above</i> | <i>Critical</i> |
| 2.1.2 | <i>Interested workers shall be able to organize and bargain collectively,</i> | <i>Interviews with management staff, workers and labour union representatives</i> | <i>Not applicable – see above</i> | <i>Critical</i> |
| 2.2 | No Discrimination | | | |
| | <i>The company does not discriminate, support or tolerate discrimination on the basis of race, colour, gender, sexual orientation, disability, marital status, HIV/AIDS status, age, religion, political opinion, union or workers' representative bodies, national extraction or social origin, or any other condition in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement, general treatment in the workplace or other activities.</i> | <i>Documents and records Interview with management staff, workers and local stakeholders</i> | <i>Not applicable – see above</i> | <i>Critical</i> |
| 2.3 | No forced or bonded Labour | | | |
| | <i>The company / association does not directly or indirectly engage in, support or tolerate forced labour, including bonded or involuntary prison labour. The company/association must explain this to all workers.</i> | <i>Documents and records Interview with management staff, workers and local stakeholders</i> | <i>Not applicable – see above</i> | <i>Critical</i> |
| 2.4 | No Child Labour | | | |
| | <i>The company/association does not employ children under the age of 15 or under the age defined by local law, whichever is higher.</i> | <i>Documents and records Interview with management staff, workers and local stakeholders</i> | <i>Applicable only for organisations with sharecroppers Interviews with sharecroppers, field observation</i> | <i>Critical</i> |

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| 2.5 | Remuneration | | | |
| | <i>The company/association shall pay wages that meet or exceed minimum forest industry standards or other recognized forest industry wage agreements where these are higher than the legal minimum wages. When none of these exist, The company/cooperative shall through engagement with workers develop mechanisms for determining living wages</i> | <i>Documents and records Interview with management staff, workers and local stakeholders</i> | <i>Applicable only for organisations with sharecroppers Interviews with sharecroppers and farmers</i> | <i>Critical</i> |
| 2.6 | Employment Conditions | | | |
| 2.6.1 | <i>Terms and conditions of employment shall be clearly specified</i> | <i>Policies and procedures Documentation (contracts) Interviews with management staff, workers and local contractors</i> | <i>Not applicable – see above</i> | |
| 2.6.2 | <i>The plantation shall demonstrate that each employee enjoys the same basic rights and benefits (remuneration, training, etc.), which meet or exceed all legal requirements and those provided in comparable occupations in the same region.</i> | <i>Contracts, records (of payment), interviews with management, workers, contractors, labour union representatives</i> | <i>Not applicable – see above</i> | |
| 2.6.3 | <i>The plantation shall ensure that all employees have social insurance (or equivalent) to provide compensation and/or ongoing support in the event of redundancy or workplace injury.</i> | <i>Contracts, records, interviews with management, workers, contractors,</i> | <i>Not applicable – see above</i> | |
| 2.6.4 | <i>The company/association shall promote gender equality in employment practices, training opportunities, awarding of contracts, processes of engagement and management activities.</i> | <i>Contracts, records, interviews with management, workers</i> | <i>Not applicable – see above</i> | |
| 2.7 | Health & Safety | | | |
| 2.7.1 | <i>Plantation managers and supervising workers shall have a working knowledge of national laws and/or regulations covering health and safety of employees and their families.</i> | <i>Documentation (applicable guidelines, regulations) Training records Interviews with management staff, local contractors and Labour Union representatives, Field observations</i> | <i>Not applicable – see above</i> | |

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| 2.7.2 | <i>Safety and health requirements shall be taken into account in the planning, organization and supervision of operations.</i> | <i>Policies and procedures Operational plans Field observations Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | |
| 2.7.3 | <i>Workers shall be provided with personal protective equipment appropriate to the tasks they have been assigned.</i> | <i>Policies and procedures Field observations Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | <i>Critical</i> |
| 2.7.4 | <i>Workers/tappers shall be prohibited from working without the personal protective equipment that has been provided.</i> | <i>Policies and procedures Field observations Interviews with management staff, workers and contractors</i> | <i>Applicable only for organisations with sharecroppers Interviews with sharecroppers and farmers</i> | <i>Critical</i> |
| 2.7.5 | <i>All tools, machines, and equipment, including personal protective equipment shall be in safe and serviceable condition.</i> | <i>Policies and procedures Field observations Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | |
| 2.7.6 | <i>Where workers stay in camps, conditions for accommodation and nutrition shall comply at least with those specified in the ILO Code of Practice on Safety and Health in Forestry Work.</i> | <i>Policies and procedures Operational plans Field observations Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | |
| 2.7.7 | <i>No work likely to jeopardize health, safety or morals shall be carried out by anyone under the age of 18.</i> | <i>Policies and procedures Field observations Interviews with management staff, workers and contractors</i> | <i>Applicable only for organisations with sharecroppers Interviews with sharecroppers</i> | <i>Critical</i> |
| 2.7.8 | <i>An effective first aid programme shall be in place, including worker training in basic first aid and the provision of readily accessible first aid kits with up to date supplies.</i> | <i>Policies and procedures Field observations Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | |
| 2.7.9 | <i>There shall be a written emergency plan in case of serious injury to any forest worker or contractor, which includes provision for timely evacuation to an appropriately equipped medical facility.</i> | <i>Policies and procedures Field observations Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | |
| 2.7.10 | <i>In case of accidents, the plantation shall cover all costs</i> | <i>Policies and procedures</i> | <i>Not applicable – see above</i> | |

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| | <i>associated with the worker's recuperation and damage to their health</i> | <i>Field observations Interviews with management staff, workers and contractors</i> | | |
| 2.7.11 | <i>There shall be provision for the safe transport of workers to and from their place of work</i> | <i>Policies and procedures Field observations Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | |
| 2.7.12 | <i>The plantation shall maintain accurate and up-to-date work-related health and safety records (including risk evaluation and accident records) and has taken appropriate measures to avoid repetition of any accidents that have occurred.</i> | <i>Records Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | |
| 2.7.13 | <i>All workers and contractors shall have had relevant training in safe working practice and where required or appropriate hold the necessary skills certificates.</i> | <i>Documentation Records Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | |
| 2.7.14 | <i>All employees and their families shall be informed of and take part in prevention and control programs for illnesses or diseases endemic to the area that affect forest workers or their families.</i> | <i>Documentation Records Interviews with management staff, workers and contractors</i> | <i>Not applicable – see above</i> | |
| 3 | Environmental Standards | Hired Labour on plantation | Organisation of smallholders and/or Organisation of landless tappers | Additional guidance |
| 3.1 | The Rate of Harvest | | | |
| | | | | <i>The rate of harvest of latex shall not exceed levels which can be permanently sustained</i> |

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| 3.1.1 | <i>Guidelines for tapping shall be marked on the rubber trees for angle and length of the cut.</i> | <i>Field observations Interviews with management staff</i> | <i>Not really applicable when farmers are tapping their own trees and have no interest to over-exploit their trees – but the issue should be discussed at group level and activities should be considered, when necessary, especially with regards to share-croppers hired for tapping. Policies, Field observations, Interviews with stakeholders,</i> | <i>Continuous improvement for smallholders and tappers</i> |
| 3.1.2 | <i>1st tapping of the block shall commence when 60% of the trees in the clearing reaches a girth of 50cm, measured over bark at a height of 120cm from the highest point of graft union.</i> | <i>Field observations, Records Interviews with management staff</i> | | |
| 3.1.3 | <i>All rubber trees having a girth lesser than 45cm shall not be tapped at the growth stage mentioned above.</i> | <i>Field observations Interviews with management staff</i> | | |
| 3.1.4 | <i>The amount of latex harvested shall not inflict systematically on the tree health or increase the tree's vulnerability to diseases. Tapping shall be as close as possible to the vascular cambium, but without injuring the delicate cells.</i> | <i>Field observations Records, Interviews with management staff</i> | | |
| 3.1.5 | <i>There shall be no evidence that the harvesting of material from the site is reducing the potential productivity of the soil in the long term.</i> | <i>Field observations, Records, Interviews with management staff and local experts</i> | | |
| 3.2 | Use of Pesticides and handling chemical waste | | | |
| | | | <i>The group shall discuss these issues with members and agree on a common approach for all at farm level – as part of the Internal Control System ICS – see 1.5</i> | |
| 3.2.1 | <i>Where chemicals are used, there shall be an up-to-date list of all pesticides used, including trade name, active component, quantity of active ingredient used, date of use, location of use and reason for use.</i> | <i>Records chemicals used Invoices and receipts Field observations</i> | <i>Common approach document, Field observations, Interviews with stakeholders, records at farm level</i> | |
| 3.2.2 | <i>Where chemicals are used, all staff and contractors involved with their use shall have received training in handling, application and storage procedures.</i> | <i>Training records Field observations Interviews with management staff and contractors involved with the use of chemicals</i> | <i>Common approach document Interviews with stakeholders</i> | |
| 3.2.3 | <i>Where chemicals are used, procedures for safe transport, storage, handling, application and emergency cases are implemented.</i> | <i>Procedures and records Field observations</i> | <i>Common approach document, Interviews with stakeholders</i> | |
| 3.2.4 | <i>An up-to-date list is kept of off-site locations for the disposal of all chemicals, containers, liquid and solid</i> | <i>Records</i> | <i>Common approach document</i> | |

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| | <i>non-organic wastes (including fuel and oil).</i> | | | |
| 3.2.5 | <i>There shall be a documented system in place for collecting and keeping such waste safely, and for safe transportation to the listed locations.</i> | <i>Review documented system Field observations Interviews with management staff</i> | <i>Common approach document, Interviews with stakeholders</i> | |
| 3.2.6 | <i>There shall be no evidence that waste products are disposed of other than at the listed sites, and in accordance with environmentally appropriate and safe methods and applicable legal requirements.</i> | <i>Field observations Interviews with stakeholders, management staff and contractors</i> | <i>Common approach document, Field observations, Interviews with stakeholders</i> | |
| 3.3 | Waste | | | |
| | <i>Waste generated through harvesting operations, on-site processing and extraction shall be minimised, e.g. by using it to protect soils or skid trails. Waste shall be disposed in an environmentally appropriate manner.</i> | <i>Field observations</i> | <i>Field observations</i> | |
| 3.4 | Ecosystems and Biodiversity | | | |
| 3.4.1 | <i>All forest operations with a potential negative environmental impact shall have written guidelines, defining acceptable practices which are available to forest managers and supervisors, with regard to erosion control and to protection of water resources.</i> | <i>Records, Maps Field observations Interviews with local experts and forest management staff</i> | <i>Not really applicable when tapping on farmed land – but the issue should be discussed at group level and appropriate actions are taken by relevant members and monitored by ICS, Field observations, Interviews with stakeholders,</i> | <i>Continuous improvement for smallholders and tappers</i> |
| 3.4.2 | <i>The guidelines shall include as a minimum specific provisions to prevent erosion by identifying areas which are susceptible to erosion, in which harvesting and other disturbance is prohibited.</i> | <i>Guidelines in management plans and/or operational plans specifying protection of wetland, water sources and streamside protection zones, Maps Field observations Interviews with local experts and management staff</i> | | |

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| 3.4.3 | <i>The plantation shall have conducted an assessment to identify High Conservation Values (HCVs), in consultation with conservation organizations, regulatory authorities and other local and national stakeholders.</i> | <i>Interviews with local and national stakeholders, environmental organizations, local and national experts and management staff HCV assessment documents</i> | <i>Not really applicable when tapping on farmed land – but the issue should be discussed at group level and appropriate actions are taken by relevant members and monitored by ICS. Field observations, Interviews with stakeholders,</i> | <i>Continuous improvement for smallholders and tappers</i> |
| 3.4.4 | <i>All identified HCVs are described in the management plan, providing site-specific information to be taken to enhance the identified attributes, following a precautionary approach.</i> | <i>Revision of management plan or related documents Interviews with management staff</i> | | |
| 3.4.5 | <i>Rare, threatened and endangered species and their habitats (e.g. nesting and feeding areas) that are present or are likely to be present within the forest area shall be identified and listed using the best available expertise and information available (e.g. IUCN red list).</i> | <i>Management plans and supporting documents Maps Interviews with stakeholders, local experts and managers</i> | <i>Not really applicable when tapping on farmed land – but the issue should be discussed at group level and appropriate actions are taken by relevant members and monitored by ICS. Field observations, Interviews with stakeholders,</i> | <i>Continuous improvement for smallholders and tappers</i> |
| 3.4.6 | <i>Management plans and other relevant policies and procedures shall clearly identify actions that are taken to protect, maintain or enhance the presence of rare, threatened or endangered species and their habitats.</i> | <i>Management plans and supporting documents Maps Operational/harvesting plans, Interviews with personnel and contractors.</i> | <i>Not really applicable when tapping on farmed land – but the issue should be discussed at group level and appropriate actions are taken by relevant members and monitored by ICS. Field observations, Interviews with stakeholders,</i> | <i>Continuous improvement for smallholders and tappers</i> |
| 3.4.7 | <i>Where information exists on rare, threatened and endangered species and their habitats, specific management activities (and/or restrictions) designed to protect the local biodiversity shall have been defined and implemented.</i> | <i>Management plans and supporting documents Field observations Interviews with management staff</i> | <i>Not really applicable when tapping on farmed land – but the issue should be discussed at group level and appropriate actions are taken by relevant members and monitored by ICS. Field observations, Interviews with stakeholders,</i> | <i>Continuous improvement for smallholders and tappers</i> |
| 3.4.8 | <i>The plantation/association shall have systems in place in order to ensure that all measures are taken against illegal or unauthorized hunting, fishing, trapping or collection.</i> | <i>Policies and procedures Records of collection Field observations Interviews with stakeholders, managers and government agencies</i> | <i>Field observations, Interviews with stakeholders,</i> | |

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| 3.4.9 | <i>The plantation or rubber farm from the 31 December 2020 onward, shall cause no degradation to and/or no conversion of natural forest and other natural ecosystems into agricultural production and other land uses.</i> | <i>Management plans and supporting documents Field observations Remote Sensing Geocoordinates</i> | <i>Management plans and supporting documents Field observations Remote Sensing Geocoordinates</i> | <i>Critical Definitions Natural Forest, No Conversion, Degradation, Natural Ecosystem</i> |
| 4 | Fair Trade Standards | | | |
| 4.1 | Fair Trade Premium on Plantations and Joint Body | | Hired Labour on plantations | Additional guidance |
| 4.1.1 | <i>A Joint Body with elected worker members and appointed advisors from the management is created, with the purpose of managing the Fair Trade Premium for the benefits of all workers. The number of workers' members in the Fair Trade Premium Committee (FPC) is significantly higher than the number of management advisors. In the case of multi-estates there are JBs at each affiliated plantation to the multi-estate. There may also be a central JB at the head office.</i> | | <i>An FPC (Joint Body) has been created with elected worker members and appointed advisors from management.</i> | <i>Critical</i> |
| 4.1.2 | <i>The Joint Body has and follows terms of reference (ToR), in accordance defining: - The aims of the Joint Body; - The composition (who are the members); - How workers members of the Joint Body are elected; - Procedures of the Joint Body determining at least terms of office, frequency of meetings, how decisions are made, criteria for selection of Fair Trade Premium projects, documentation, and which reports should be delivered, what happens to the Joint Body if company is decertified or dissolved; - Internal regulations, responsibilities, especially who is responsible for finances. - That all decisions on Fair Trade Premium use are approved by the annual general assembly (GA) of all workers. - The delegate system for the GA where applicable. - How the interests of migrant and seasonal/temporary workers are taken into account. In the case of multi-estates, there is a system for elected delegates to represent each affiliate plantation if a central Joint Body exists. The terms of reference are approved by the general assembly of workers and made available in appropriate languages to workers.</i> | | <i>The Terms of Reference have a complete set of requirements. The Terms of Reference is followed. The terms of reference have been approved by the general assembly of workers. The terms of reference are made accessible to the workers in appropriate languages. In case a central FPC exists, there is a system for elected delegates to represent each affiliate plantation.</i> | <i>Critical</i> |

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| 4.1.3 | <i>A separate Fair Trade Premium account is established and worker representatives from the Joint Body, and a management representative, are joint signatories</i> | <i>A separate Fair Trade Premium bank account is established. Both, workers representatives from the FPC and a management representative are joint signatories for the bank account.</i> | <i>Critical</i> |
| 4.1.4 | <i>All worker members on the Joint Body (JB) are democratically elected by workers. This process is in line with the terms of reference and properly documented. Management advisors are appointed by management.</i> | <i>The election process is in line with the ToR and properly documented</i> | <i>Critical</i> |
| 4.1.5 | <i>The composition of the Fair Trade Premium Committee reflects the composition of the workforce, taking into account gender, work areas, community membership, union membership, and where applicable, migrant, temporary/seasonal and subcontracted workers.</i> | <i>The make up of the FPC reflects the composition of the workforce.</i> | <i>Critical</i> |
| 4.1.6 | <i>Management participates actively and responsibly in the Joint Body through its advisors and assists and supports the workers in the administration of the Fair Trade Premium. Management advisors to the JB have a non-voting advisory role. They have the right to block expenditure of proposed Fair Trade Premium use is illegal, fraudulent or if it has a demonstrable negative structural, financial or social impact on the company.</i> | <i>The management representatives in the FPC are regularly present in meetings and assist and support the workers in the administration of the Fair Trade Premium without leading the process and without imposing their views. There is evidence that management has not voted in the Fair Trade Premium plan approval.</i> | |
| 4.1.7 | <i>The Joint Body meets and consults with the workers to understand workers' needs and to discuss project ideas regularly. These information and consultation meetings are held during working hours and according to a meeting schedule previously approved by the management, but do not necessarily have to be held during a general assembly of all workers. The results of these meetings are recorded.</i> | <i>Meetings are held regularly during working hours according to an approved plan. Most minutes can be found, even in loose sheets AND the decisions are recorded, even if not fully clear and signed.</i> | |
| 4.1.8 | <i>The Joint Body, as a result of the consultation with workers, prepares a yearly Fair Trade Premium plan that takes into account the needs of all the various groups of workers.</i> | <i>A yearly Fair Trade Premium Plan is prepared after consultation with workers The needs of all the various groups of workers are taken into account. Budgets are there for all the projects in the Plan and are reasonably close to expected Fair Trade Premium Income and priorities that have been set. Each project in the Fair Trade Premium Plan has descriptions that include: • Purpose and objectives; • Target group(s)/beneficiaries (e.g. men, women</i> | |

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| | | <p>or all workers, migrant and temporary workers, family members; community);</p> <ul style="list-style-type: none"> • Activities; • Roles and responsibilities; • Project budget (total / annual); • Project start and end date; • How the project will be monitored; • Date of approval of project by GA. | |
| 4.1.9 | <p>The Joint Body administers the premium funds responsibly. There is no evidence of favouritism and fraud in the management of the Fair Trade Premium.</p> | <p>A documented risk assessment is undertaken for all major projects and reported on at the GA. All loans and investments are carried out with all necessary formalities and guarantees.</p> | |
| 4.1.10 | <p>The Fair Trade Premium benefits workers, their families and their communities through Fair Trade Premium projects that address their needs and preferences as decided and adequately justified by workers.</p> | <p>Yes/No</p> | <p>Critical</p> |
| 4.1.11 | <p>The Joint Body monitors and reports annually on the activities carried out with Fair Trade Premium money and on the progress of existing projects to a general assembly of workers. The report is documented.</p> | <p>The FPC makes available to all workers an annual report with information on its activities and the progress of existing Fair Trade Premium projects, including the following information:</p> <ul style="list-style-type: none"> • Details on overall Fair Trade Premium income received, expenditures and balance; • A description of each project that is planned, on-going concluded within the last reporting cycle; • If the activities were carried out. Reason if not. • When were they carried out? • At what cost? • Was the objective achieved or are any further actions needed? | <p>Critical</p> |
| 4.1.12 | <p>The company raises awareness about Fair Trade at all levels to ensure that workers understand the benefits of Fair Trade, in particular:</p> <ul style="list-style-type: none"> - The benefits of the Fair Trade Premium; - The different functions, duties and positions of the Joint Body, other Fair Trade related committees, and trade union/elected worker representatives. <p>The company ensures that the management at all levels, including supervisors, understands the implications of Fair Trade for the company's operations (e.g. time needed for meetings during working hours).</p> | <p>All levels of the company know and understand the Fair Trade concept AND its implications for the company's operations. Awareness raising has been carried out regularly AND the majority of workers understand Fair Trade benefits and structures.</p> | |

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| 4.1.13 | <i>The company explains to workers the purpose of the Fair Trade Premium and the role of the Joint Body before the workers are given the opportunity to nominate their worker members for election.</i> | Yes/No | |
| 4.1.14 | <i>The company provides means for training of Joint Body members</i> | <i>Training for Fair Trade Premium Committee worker members is provided in order to ensure that they can carry out their functions. This training takes place partly during work time and is repeated for each newly elected or appointed representative. Annual training for Fair Trade Premium Committee worker members on participatory project planning and financial management takes place partly during work time.</i> | |
| 4 | Fair Trade Standards | Organisation of smallholders and/or Organisation of landless tappers | Additional guidance |
| 4.2 | Fair Trade Premium for Organisations of Smallholders and/or landless tappers | | |
| 4.2.1 | <i>The structure of your organization must have a General Assembly as the highest decision making body where all major decisions are discussed and taken, equal voting rights for all members in the General Assembly, and a Board chosen in free, fair and transparent elections</i> | <i>The statutes define the General Assembly as the highest decision-making body AND members have equal voting rights. The elections of the board are free, fair and transparent.</i> | <i>Critical</i> |
| 4.2.2 | <i>It needs to be clear who is a member of the organization. Therefore, there must be written rules to determine who can become a member and a record of the members must be kept.</i> | <i>Clear criteria in statutes or other documents about who and how to become a member. Member list with required information and a maximum of 10 % errors.</i> | <i>Critical</i> |
| 4.2.3 | <i>The rules that determine who can become a member must not be discriminatory.</i> | <i>Membership rules exist and they are not discriminatory.</i> | <i>Critical</i> |
| 4.2.4 | <i>It must be explained to the members how they can participate in the organization so that they can have more control over it.</i> | <i>The organisation provides explanations to their members and has a plan to cover all members with ways for participation.</i> | |
| 4.2.5 | <i>A General Assembly is held every year.</i> | <i>The annual General Assembly took place OR was postponed for understandable reasons.</i> | <i>Critical</i> |
| 4.2.6 | <i>Annual report, budgets and accounts are presented to the General Assembly for approval.</i> | <i>All reports were formally presented to the General Assembly and approval is documented – with only</i> | <i>Critical</i> |

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| | | <i>minor mistakes in reporting.</i> | |
| 4.2.7 | <i>You must plan and document at least one activity with the intention to promote the progress of your business, organization, members, workers, community and/or environment. The plan is called the Fair Trade Development Plan.</i> | <i>There exists a Fair Trade Development Plan with the descriptions, objectives, timelines, responsibilities and budget of all planned activities. The written plan contains all necessary details</i> | |
| 4.2.8 | <i>Before you implement the Fair Trade Development Plan, you must present it to the General Assembly for approval. You must document the decisions.</i> | <i>The plan was approved by the General Assembly and documented and later applied without changes or with justified changes that are approved ex-post.</i> | |
| 4.2.9 | <i>You must have an accounting system that accurately tracks the Fair Trade Development Plan expenses, and in particular identifies the Fair Trade Premium transparently. You must be able to prove that the Fair Trade Premium is used in line with applicable rules.</i> | <i>A system is implemented that allows tracking income and expenditure and identifying Premium acceptable: unintentional mistakes <1% found. Copies available for Fair Rubber upon request und during audits.</i> | <i>Critical</i> |
| 4.2.10 | <i>You must report the results of the Fair Trade Development Plan to the General Assembly every year and document this presentation.</i> | <i>Written report presented to the General Assembly and approval is documented</i> | |
| 4.2.11 | <i>You must design and start implementing a process that collects and analyses the development needs in your organization.</i> | <i>Process started to define and implement mechanisms to capture the needs of members, sharecroppers and/or the wider community.</i> | <i>Continuous improvement</i> |