Sustainability Standards for Coffee Producers

Version 1.0
Last Updated May 2017
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Introduction

The purpose of Enveritas’ Sustainability Standards for Coffee Producers is to set requirements and best practices for producers verified by Enveritas. Enveritas is providing a verification approach inclusive of all coffee producers, focusing on unorganized smallholders who are currently beyond the reach of existing certification and verification approaches.

Producers are assessed against these standards to provide assurance for where sustainability requirements are being met, and to provide actionable insights for where sustainability issues exist.

Enveritas’ standards address three pillars of sustainability: social, environmental, and economic. Within each pillar, there are 10 standards, with a total of 30 standards. The standards reference internationally recognized standards, regulations, and conventions, in particular the Core Conventions of the International Labour Organization (ILO). Where other specific references are used, they are referenced within the relevant standard requirement.

The requirements vary by producer archetype, as outlined in the following summary tables. For more specific information about applicable standards by producer/geography, and how applicable standards are selected, please inquire at info@enveritas.org.

These standards were developed in 2017 by determining the common-ground definition of sustainability across the industry, and adapting them to various producer types. Enveritas is undergoing an open consultation period on their sustainability standards in 2018. Please provide any feedback or questions to info@enveritas.org. The next standard revision is planned for 2020.
Social Pillar

No Child Labor
- Smallholder farmer: MR
- Mill - private: MR
- Mill - cooperative: MR
- Estate: MR

No Forced Labor
- Smallholder farmer: MR
- Mill - private: MR
- Mill - cooperative: MR
- Estate: MR

Minimum Wage Respected
- Smallholder farmer: MR
- Mill - private: MR
- Mill - cooperative: MR
- Estate: MR

No Discrimination
- Smallholder farmer: N/A
- Mill - private: MR
- Mill - cooperative: MR
- Estate: MR

Clean Water
- Smallholder farmer: BP
- Mill - private: MR
- Mill - cooperative: MR
- Estate: MR

Decent Housing
- Smallholder farmer: N/A
- Mill - private: BP
- Mill - cooperative: BP
- Estate: MR

Worker Rights & Benefits
- Smallholder farmer: N/A
- Mill - private: BP
- Mill - cooperative: BP
- Estate: BP

Freedom of Association
- Smallholder farmer: N/A
- Mill - private: BP
- Mill - cooperative: BP
- Estate: BP

Written Contracts
- Smallholder farmer: N/A
- Mill - private: BP
- Mill - cooperative: BP
- Estate: BP

Occupational Health & Safety
- Smallholder farmer: BP
- Mill - private: BP
- Mill - cooperative: BP
- Estate: BP

Legend
- MR: Minimum requirements
- BP: Best practices
- N/A: Not applicable

Notes
The criteria within these standards have a combination of requirement levels.
# Environmental Pillar

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Smallholder farmer</th>
<th>Mill - private</th>
<th>Mill - cooperative</th>
<th>Estate</th>
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<tr>
<td>No Deforestation</td>
<td>MR/BP</td>
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<td>N/A</td>
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</tr>
<tr>
<td>No Banned Pesticides</td>
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<tr>
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## Legend

- **MR**: Minimum requirements
- **BP**: Best practices
- **N/A**: Not applicable

## Notes

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## Economic Pillar

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<thead>
<tr>
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<tr>
<td>Above Poverty Line</td>
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<tr>
<td>Sustainable Production</td>
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<td>N/A</td>
<td>BP</td>
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<td>Quality Improvement</td>
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<tr>
<td>Traceability</td>
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<tr>
<td>Access to Training</td>
<td>BP</td>
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<td>Access to Finance</td>
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<tr>
<td>Records Kept</td>
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</tbody>
</table>

### Legend
- **MR**: Minimum requirements
- **BP**: Best practices
- **N/A**: Not applicable

### Notes
The criteria within these standards have a combination of requirement levels.

www.enveritas.org
No Child Labor (Social)

Criteria

1. Children under the legal minimum working age are not employed.
2. Minors do not engage in dangerous work.
3. If children help their families, it does not interfere with their access to education.

Criteria definitions

1. Children under the legal minimum working age are not employed.
   There are no hired workers under the minimum age as defined by national law. Where no such law exists, children under 15 years are not employed to work.

2. Minors do not engage in dangerous work.
   Minors (workers below the age of 18) do not perform dangerous work, which includes:
   - Operating dangerous equipment or machinery
   - Carrying heavy loads
   - Handling hazardous substances such as biocides
   - Night work
   - Operating in environments that are poorly ventilated, unsanitary, or exposed to extreme weather conditions
   - Any non-agricultural work or activities listed in ILO Convention No 182 regarding the worst forms of child labor (e.g., slavery, trafficking, recruitment into armed conflict)

3. If children help their families, it does not interfere with their access to education.
   Children under the minimum working age may help their families with light work provided it does not interfere with their schooling, e.g., it is outside of school hours, on weekends, during vacation periods, etc.

Continuous Improvement Criteria
A child labor prevention and monitoring plan is implemented to increase awareness among workers and community members about relevant local child labor issues.

Additional information:
ILO Convention 182 on the Worst Forms of Child Labour, 1999
ILO Convention 184 on Safety and Health in Agriculture, 2001
ILO Convention 138 on Minimum Age, 1973
UN Convention on the Rights of the Child (CRC), 1989
No Forced Labor  (Social)

Criteria

1. Workers can leave freely.
2. Workers' spouses and children are not required to work.
3. Identity papers, payments, or other properties are not withheld to force workers to remain at work.

Criteria definitions

1. Workers can leave freely.
Workers may leave employment after giving reasonable notice. All forms of involuntary labor are prohibited, including slave labor, forced or compulsory labor, bonded labor, as well as the use of extortion, threats, or other coercive measures.

2. Workers’ spouses and children are not required to work.
Employment or housing for workers must not be conditional on the employment of spouse or children.

3. Identity papers, payments, or other properties are not withheld to force workers to remain at work.
Workers may not be forced to remain on the work site due to salaries, benefits, identity papers or other properties being retained.

Additional information:
ILO Convention 29 Forced Labour, 1930
ILO Convention 105 Abolition of Forced Labour, 1957
ILO P029 Protocol of 2014 to the Forced Labour Convention, 1930
ILO Convention 182 on the Worst Forms of Child Labour, 1999
UN Convention Against Transnational Organized Crime and the Protocols to Prevent Trafficking and Smuggling, 2000
Minimum Wage Respected (Social)

Criteria

1. Workers earn at least the local minimum wage or industry standard wage, whichever is higher.
2. In the case of piecemeal or collective work, workers earn at least the industry standard wage.

Criteria definitions

1. Workers earn at least the local minimum wage or industry standard wage, whichever is higher.

Workers must receive at least the applicable official minimum wage. Where no wage regulations exist, workers must be paid at least the industry standard wage. If a collective bargaining agreement is in operation, workers must receive at least the agreed upon wage and/or in-kind benefits.

2. In the case of piecemeal or collective work, workers earn at least the industry standard wage.

Piecemeal or collective work payments must allow workers to earn at least the official minimum wage using industry standards of average productivity.
No Discrimination (Social)

Criteria

1. Workers are afforded equal rights and access to benefits without discrimination on the basis of gender, race, age, or religion.
2. Policies to promote gender equality are in place.

Criteria definitions

1. Workers are afforded equal rights without discrimination on the basis of gender, race, age, or religion.

Workers may not be discriminated against on the basis of gender, ethnicity, race, national extraction, social origin, color, sexual orientation, age, religion, caste, disability, marital status, HIV/AIDS status, work status (temporary or permanent), residence status (migrant or domestic), political opinion, or membership in workers’ representative bodies such as unions.

Workers have equal access to recruitment, training, remuneration, allocation of work, termination of employment, retirement, and other benefits.

Workers are not subject to intimidation, threats, sexual abuse, harassment, verbal, physical or psychological mistreatment.

Policies and procedures to secure equal rights exist and are communicated to workers

2. Policies to promote gender equality are in place.

The management has a written gender policy that encourages equal participation of women and men in leadership, decision-making, employment, membership, and other activities. The gender policy also entitles female workers to maternity benefits in accordance with national law.
Continuous Improvement Criteria
The management implements training and awareness-raising activities to inform workers and members about:
- Equal rights and opportunities for women
- Sexual abuse and harassment
- Women’s participation in leadership, decision-making, membership, and other activities

A grievance mechanism is in place for workers who have been victims of discrimination to communicate directly to management without fear of intimidation or other negative consequences.

Additional information:
ILO Convention 100 on Equal Remuneration, 1951
ILO Convention 110 on Plantations, 1958
ILO Convention 111 on Discrimination (Employment and Occupation), 1958
Clean Water (Social)

Criteria

1. Workers have access to clean drinking water on site.
2. Toilets and handwashing facilities are on site and located away from water bodies.

Criteria definitions

1. Workers have access to clean drinking water on site.
Workers must have access to clean drinking water using water distribution mechanisms that avoid contamination. Water must be available at production, processing and other work sites.

2. Toilets and handwashing facilities are on site and located away from water bodies.
Toilets and handwashing facilities must be available at production, processing, and other work sites. These facilities must be located such that water bodies are not contaminated.

Continuous Improvement Criteria
Drinking water that is not provided by a municipal (public) source must be tested to ensure it meets local standards of drinking water quality.
All toilet facilities must be separated by gender.
Hygiene instructions are visibly displayed at work sites.

Additional information:
ILO Convention 110, Plantations Convention, 1958
Decent Housing  (Social)

Criteria

1. Workers who live on site have habitable sleeping quarters, eating areas, and toilet and bathing facilities.

Criteria definitions

1. Workers who live on site have habitable sleeping quarters, eating areas, and toilet and bathing facilities.

Housing provides protection from weather elements including rain and wind. Living quarters are absent of rats, mice, insects and vermin, or conditions that favor their populations.

Accommodation offers toilets, handwashing, and bathing facilities with adequate drainage, sanitation, ventilation and water supply.

There is a separate bed for each worker. For single workers, there is separate accommodation for each gender.

Accommodation offers eating and cooking quarters that are clean and hygienic.

Continuous Improvement Criteria

Doors on living quarters have locking mechanisms. Living quarters offer safe storage of personal items.

Fire extinguishing mechanisms are installed and maintained. Sleeping and eating areas have functional and effective firewood smoke ventilation mechanisms.

Showers and toilet facilities are separated by gender.

The management keeps a register of workers and family members that live in on-site housing.

Additional information:

ILO Convention 110 on Plantations, 1958
ILO Recommendation 115 on Workers’ Housing, 1961
Worker Rights & Benefits (Social)

Criteria

1. All local labor requirements (including working hours, overtime pay, days off, etc.) are complied with.
2. If third party labor agencies are used, they are licensed and operate legally.

Criteria definitions

1. All local labor requirements (including working hours, overtime pay, days off, etc.) are complied with.

Regular working hours do not exceed 48 hours per week. Workers have at least one full day of rest for every six consecutive days worked. Overtime is voluntary. Overtime does not result in a work week exceeding 60 total hours.

All overtime is paid at the rate required by applicable law or as collectively negotiated, whichever is higher. In absence of applicable law, overtime is paid at 1.5 times the regular wage level. Public and annual holidays are respected. National laws on social insurance and/or pension contributions are respected. Female workers are entitled to maternity leave and other benefits in accordance with national law.

2. If third party labor agencies are used, they are licensed and operate legally.

Third party labor agencies must demonstrate they are licensed and operating legally. The contracting agency must ensure that hiring and working conditions for migrant and seasonal workers also comply with local labor requirements.

Continuous Improvement Criteria

Permanent workers receive paid vacation leave. Workers have at least one 30-minute rest break after five hours of work. Breastfeeding women have two additional 30-minute breaks per day.

The work site provides a creche or day care facility for workers with young children, as well as a private room for breastfeeding. The employer offers maternity leave of 12 weeks or longer and flexible work schedules for mothers of infants.

Provisions are made to accommodate the needs of disabled workers.

Cash and overtime wages are adjusted for inflation at least annually.

The employer has policies regarding access to health care and basic education and a plan to provide access to these services for permanent workers and their families.
Freedom of Association  (Social)

Criteria

1. Workers have the right to collective bargaining and to join a labor union without intimidation.

Criteria definitions

1. Workers have the right to collective bargaining and to join a labor union without intimidation.

Workers have the right to establish and join workers’ organizations, including trade unions, workers’ representations, and other internal or external organizations.

Workers' organizations operate without interference, influence or discrimination by farm management, owners or administrators.

Workers are not subject to any retaliation, intimidation, discrimination, or other negative consequences if they engage in collective bargaining, or if they establish or join a labor union or worker organization.

Additional information:
ILO Convention 87 on Freedom of Association and Protection of the Right to Organize, 1948
ILO Convention 98 on the Right to Organize and Collective Bargaining, 1949
ILO Recommendation 143 on Workers’ Representatives, 1971
Written Contracts (Social)

Criteria

1. Workers receive written labor contracts.
2. Workers' payments and hours are recorded and maintained.
3. Labor policies are posted clearly for workers to see.

Criteria definitions

1. Workers receive written labor contracts.
   Workers may leave employment after giving reasonable notice.
   All permanent workers employed for more than 3 months have written employment contracts. Transparent contractual arrangements are used and implemented. Any in-kind payments are stipulated in the contract and made with worker's explicit agreement.

2. Workers’ payments and hours are recorded and maintained.
   Workers receive a written pay slip. Payroll records are kept. Payments are made in legal tender, on the date, in the place and with the frequency specified by collectively negotiated agreements or worker contracts.

3. Labor policies are posted clearly for workers to see.
   Labor policies are permanently posted in a visible location accessible to workers. Workers know their rights and duties.

Continuous Improvement Criteria
Written contracts includes at least the following:
- The job duties related to the position
- Protection of the worker from loss of pay in the case of illness, disability or accident; and
- A notice period for termination that is the same as to the notice period of the employer
1. **Workers have protective equipment and safe usage training.**
Workers who handle agro-chemicals and pesticide sprays use personal protective equipment (PPE) and protective clothing that is prescribed for the agro-chemical used and its method of application.
Workers who operate or work in the proximity of loud and/or dangerous machinery use PPE and wear clothing that is appropriate for the work site.
All PPE and protective clothing are in good condition.
Regular training is provided to workers on safe handling of agro-chemicals, operating dangerous machinery, and correct use of PPE. Precautions are in place to ensure only properly trained persons may handle or apply hazardous pesticides or operate dangerous machinery.

2. **First aid is available on site.**
First aid equipment must be accessible and in good condition. Personnel trained in first aid must be available on site. First aid and emergency health care are provided free of charge for work-related injuries.

3. **Working areas are well-ventilated and any dangerous areas are sign-posted.**
Storage and processing facilities have sufficient light and ventilation, and containment space to adequately handle any spillage of materials.

   There are clear and permanent warning signs at central locations to indicate potential hazards. Machines have clear instructions on safe usage and their dangerous parts are guarded or encased.

4. **Pregnant women are prohibited from dangerous work.**
Women who are pregnant, nursing or have recently given birth are prohibited from potentially dangerous work including handling pesticides and heavy lifting.
Continuous Improvement Criteria
An Occupational Health and Safety plan is developed and implemented. The plan includes a risk assessment of accidents and hazards on the work site and mitigating measures to reduce risk.

A written accident and emergency procedure is in place. A safety representative is appointed and trained on these procedures.

Emergency showers and eye-washing facilities are provided near the places where pesticides or other hazardous materials are used or stored. After use, PPE and protective clothing are cleaned, dried, and safely stored, away from pesticides and in a well-ventilated area away from workers’ housing. Workers who regularly handle hazardous pesticides undergo annual health checks.

Additional information:
ILO Convention 155 on Occupational Safety and Health, 1981
No Deforestation (Environmental)

Criteria

1. Primary and protected forests have not been cut down or degraded.
2. Clearing of new land for coffee has been authorized with the appropriate local permit.

Criteria definitions

1. Primary and protected forests have not been cut down or degraded.
No deforestation or degradation of primary forest has occurred since 2005. Coffee production does not degrade or encroach on any protected area.

2. Clearing of new land for coffee has been authorized with the appropriate local permit.
There has been no deforestation or degradation of secondary forest without legal land title, and government permits (if required).

Additional information:
IUCN definition of ‘protected areas’
No Pollution  (Environmental)

Criteria

1. Effluent waste is treated to prevent contamination of water bodies.
2. Coffee processing byproducts (e.g., pulp, husks) are recycled.
3. Solid waste is collected and disposed of properly.

Criteria definitions

1. Effluent waste is treated to prevent contamination of water bodies.
Untreated wastewater is not directly discharged or stored within 30 meters of a water course.

A water treatment system is in place to eliminate or reduce pollution caused by coffee wastewater.

There is no leakage or risk of overflow of untreated wastewater out of the storage or treatment system.

2. Coffee processing byproducts (e.g., pulp, husks) are recycled.
Organic byproducts of the coffee processing are composted or otherwise repurposed to prevent contamination of water courses or other environmental resources.

3. Solid waste is collected and disposed of properly.
Solid non-organic waste is disposed of only in designated areas. Hazardous waste must be disposed of safely per local regulations.

Continuous Improvement Criteria
Wastewater is tested to ensure compliance with local regulations or, in the absence of local regulations, WHO water quality standards.

A waste management plan is developed and implemented.
Biodiversity Protection  (Environmental)

Criteria

1. There is no hunting or trapping of protected species.
2. Diverse shade trees on coffee farms are present.
3. Ecological buffer zones (set-asides) are promoted.

Criteria definitions

1. There is no hunting or trapping of protected species.
The producer does not engage in hunting or trapping of animals that are endangered or protected.

2. Diverse shade trees on coffee farms are present.
An adequate number per hectare of suitable shade trees are planted and/or maintained on coffee plots.

3. Ecological buffer zones (set-asides) are promoted.
Buffer zones are promoted around bodies of water, and between production areas and areas of high conservation value.

Additional information:
IUCN Red List of Threatened Species
IUCN definition of 'protected areas'
### Soil Conservation (Environmental)

#### Criteria

1. Erosion control measures are taken on sloped areas.
2. Mulch, compost, and/or cover crops are used to increase soil organic matter.
3. Fertilizer application is informed by recent soil testing.

#### Criteria definitions

1. **Erosion control measures are taken on sloped areas.**
   Soil erosion is mitigated by using soil conservation techniques such as terracing, ground covers, mulching, re-vegetation of steep areas, and others.

2. **Mulch, compost, and/or cover crops are used to increase soil organic matter.**
   Mulching, compost and or the use of cover crops are used to increase soil organic matter, mitigate climate change effects, and reduce moisture loss.

3. **Fertilizer application is informed by recent soil testing.**
   Application of fertilizers is based on the result of recent soil and/or leaf testing and utilize technical recommendations regarding pH and nutrient content.

#### Continuous Improvement Criteria

Organic fertilizers and by-products available at farm level are used first and supplemented by inorganic fertilizer only if nutrients are still lacking.
Water Conservation  
(Environmental)

**Criteria**

1. Water use for processing and irrigation is tracked.
2. Water consumption is at best practice levels or in the process of being reduced.
3. There are buffer zones around any water bodies on site.

**Criteria definitions**

1. **Water use for processing and irrigation is tracked.**
   Water consumed for coffee irrigation and processing are tracked using water meters or an equivalent system.

2. **Water consumption is at best practice levels or in the process of being reduced.**
   Water conservation practices are in place and documented. For wet mills, these may include the use of eco-pulpers, demucilagers, and water recirculation systems. For farms, water consumption levels through irrigation are efficient and within local benchmark levels. Applicable national laws are complied with regarding water use.

3. **There are buffer zones around any water bodies on site.**
   A buffer zone of vegetation of at least five meters wide is in place along water bodies on site to reduce erosion and limit contamination from agro-chemicals and protect habitats.

**Continuous Improvement Criteria**

A clear system of record keeping demonstrates continuous water use improvement over time.
**Energy Conservation** (Environmental)

### Criteria

1. Fuel and electricity use are tracked for farming and processing activities.
2. Sources of alternative energy are used, where feasible.

### Criteria definitions

1. **Fuel and electricity use are tracked for farming and processing activities.**
   Fuel and electricity used for farming and processing is recorded and monitored.

2. **Sources of alternative energy are used, where feasible.**
   Measures are taken to reduce energy use and increase energy efficiency.
   Sources of alternative energy have been identified, evaluated and are in use where feasible.
No GMOs  (Environmental)

Criteria

1. There are no genetically modified (transgenic) organisms (GMOs) or varieties for coffee production on the farm.

Criteria definitions

1. There are no genetically modified (transgenic) organisms (GMOs) or varieties for coffee production on the farm.
There are no genetically modified (transgenic) organisms (GMOs) or varieties for coffee production on the farm in either tree or seedling form.
No Banned Pesticides (Environmental)

Criteria

1. There is no storage or application of any product that contains an ingredient present on the most recent List of Banned Pesticides.

Criteria definitions

1. There is no storage or application of any product that contains an ingredient present on the most recent List of Banned Pesticides.

There is no application of or storage for the use of any product that contains an ingredient present on the most recent List of Banned Pesticides. These include all pesticides classified 'high acute toxicity' by WHO (class 1a and 1b) and the 'Dirty Dozen' identified by Pesticide Action Network (PAN).

Additional information

WHO Recommended Classification of Pesticides by Hazard, 2009
Stockholm Convention on Persistent Organic Pollutants (POPs)
Annex III of the Rotterdam Convention on Prior Informed Consent (PIC)
Montreal Protocol on Substances that Deplete the Ozone Layer, 1989
Safe Chemical Handling (Environmental)

Criteria

1. Chemicals are stored in a place that is secure, dry, well-ventilated, and never used for storing food or coffee.
2. Empty containers are disposed of safely.

Criteria definitions

1. Chemicals are stored in a place that is secure, dry, well-ventilated, and never used for storing food or coffee.

The chemical storage area must:
- Be locked and accessible only to trained and authorized personnel
- Be ventilated to avoid the concentration of toxic vapors
- Not be used to store food
- Not be used to store coffee

2. Empty containers are disposed of safely.

Empty pesticide containers are kept in a locked storage area until safely returned to the supplier or, if the supplier does not accept empty containers, they are cut or perforated to prevent other uses. Containers may only be re-used for the original contents and only when labeled accordingly.
Pest & Disease Management (Environmental)

Criteria

1. Pests, diseases and weeds are controlled using an integrated management approach.
2. Scouting is practiced to monitor pest and disease levels.
3. Chemical spraying is used only as a last resort.

Criteria definitions

1. Pests, diseases and weeds are controlled using an integrated management approach.
   The farm uses integrated pest management (IPM) for pests, disease and weeds so as to maintain yields while reducing pesticide risks. IPM methods include biological controls, insect traps, rotation and replanting strategies, natural pesticides, good agricultural practices and the sparing use of chemicals.

2. Scouting is practiced to monitor pest and disease levels.
   Regular scouting is undertaken to monitor pest and disease levels.

3. Chemical spraying is only used as a last resort.
   Chemical spraying is used as a last resort after alternative integrated pest management approaches have been exhausted.

   Recommended intervals for pesticide use are observed and respected.
Above Poverty Line  (Economic)

Criteria

1. Coffee farming families have a standard of living that is above the extreme poverty line of $1.90/day per person.
2. Coffee farming families have a standard of living that is above the poverty line of $3.10/day per person.

Criteria definitions

1. Coffee farming families have a standard of living that is above the extreme poverty line of $1.90/day per person.
   Coffee producing families have a standard of living above the United Nation’s extreme poverty line, defined as $1.90 per person per day in Purchasing Power Parity (PPP) terms.

2. Coffee farming families have a standard of living that is above the poverty line of $3.10/day per person.
   Coffee producing families have a standard of living above the United Nation’s $3.10 per person per day poverty line in Purchasing Power Parity (PPP) terms.

Both are estimated by using the Progress out of Poverty Index (PPI).

Additional information:
UN Sustainable Development Goals
Innovations for Poverty Action, Poverty Probability Index (formerly the Progress Out of Poverty Index)
Transparent Pricing (Economic)

Criteria

1. Pricing is open and competitive.
2. Receipts are given.
3. Measurement tools (e.g., weigh scales) are calibrated.

Criteria definitions

1. Pricing is open and competitive.
Local farm-gate prices are competitive with national or regional averages. Farmers do not (informally) pre-sell a large portion of their production at discounted prices.

2. Receipts are given.
Receipts are given to producers reflecting date, volume and price. Alternatively, signs or other mechanisms display the price of coffee publicly.

3. Measurement tools (e.g., weigh scales) are calibrated.
Tools used to define weight or volume of harvested product are calibrated at least once a year. Measures are taken to prevent unwanted modifications.
Ethical Business Practices (Economic)

Criteria

1. No corrupt or illegal practices have been reported to local authorities.
2. For cooperatives, leaders are elected transparently.
3. For cooperatives, financial results are shared openly with members.

Criteria definitions

1. No corrupt or illegal practices have been reported to local authorities.
   Fraud, corruption, bribery, or extortion are not permitted.
   Immoral transactions in business relations according to international covenants, national
   law and practices are not permitted.

2. For cooperatives, leaders are elected transparently.
   Leaders are elected via free and fair elections according to the bylaws of the cooperative
   or national cooperative regulations.

3. For cooperatives, financial results are shared openly with members.
   The leadership of the cooperative communicates transparently about the financial results
   of the cooperative to its group members on at least an annual basis.

Additional information:
OECD Guidelines for Multinational Enterprises, 2001
No Forced Land Evictions  (Economic)

Criteria

1. Land has been acquired through legal means.
2. Informed consent was granted by the local community, indigenous groups, or any other affected peoples.

Criteria definitions

1. Land has been acquired through legal means.
The right to use land for farming or processing is demonstrated by ownership, leasehold, or other legal documents or by documentation of traditional or community use rights.

2. Informed consent was granted by the local community, indigenous groups, or any other affected peoples.
There is no evidence of forced eviction. The right to use the land is not currently disputed by current or former residents of the local community. In the event of a recently settled dispute or land conflict, the conflict resolution process must be documented and the outcome accepted by the affected peoples.

Additional information:
Sustainable Production (Economic)

Criteria

1. Farm yields are at local best practice levels.
2. Trees are pruned or rejuvenated regularly.
3. Processing facilities are being utilized at efficient capacity levels.

Criteria definitions

1. Farm yields are at local best practice levels.
Mature crop yields are estimated either on a per tree or per unit area basis and compared to Enveritas estimates of local best practice levels.

2. Trees are pruned or rejuvenated regularly.
Pruning, grafting, stumping, desuckering, replanting, and/or other methods of stem management and plant rejuvenation are performed regularly to promote tree health and higher yields.

3. Processing facilities are being utilized at efficient capacity levels.
Processing facilities including wet mills, drying stations, and hulling stations operate at levels of capacity utilization that are efficient and economical relative to their size, age, and local benchmarks of seasonal utilization.
## Quality Improvement (Economic)

### Criteria

1. Producer has access to processing infrastructure and markets that reward quality.
2. Coffee is dried and stored so as to prevent mold and ochratoxin formation.

### Criteria definitions

1. **Producer has access to processing infrastructure and markets that reward quality.**
   
   Producer has access to processing techniques and/or infrastructure that enable quality improvement and the opportunity to receive a higher price for higher quality coffee. Depending on the prevalent method of processing and purchasing coffee in the locality, this may include access to wet mills, drying facilities, or hulling stations, or price premiums for certain preparations, defect counts, or moisture levels.

2. **Coffee is dried and stored so as to prevent mold and ochratoxin formation.**
   
   Coffee beans are dried to the appropriate moisture level. Measures are taken to prevent rewetting during drying, storage, loading and transportation (for example, covering dry coffee with tarpaulins during rain and over night).

   Coffee is not dried or stored on bare earth. Drying and storage practices are sanitary and include appropriate precautions to prevent contact between coffee and any possible source of fungal contamination.
## Traceability (Economic)

### Criteria

1. Systems are in place to separate lots of coffee on the basis of quality, origin, buyer, sustainability requirement, or other.

### Criteria definitions

1. Systems are in place to separate lots of coffee on the basis of quality, origin, buyer, sustainability requirement, or other.

Systems are in place and records are maintained to separate lots of coffee on the basis of quality, origin, buyer, sustainability, processing method, or other requirement. If certified, multi-certified and non-certified products are handled together, all products with certified claims can be identified.
Access to Training  (Economic)

Criteria

1. Producer receives technical assistance on different topics or has recently completed a technical assistance program.

Criteria definitions

1. Producer receives technical assistance on different topics or has recently completed a technical assistance program.

Producers have access to training to improve skills and capacities relevant to coffee production. Relevant topics include farm management, farming practices, quality control, social and environmental practices, financial management, recordkeeping, operational health and safety.

Trainings are carried out by competent persons. For smallholder farmers, trainings should occur in the community at multiple points in the year and include monitoring and evaluation to assess the impact of the training.

If training is not provided currently, a training program was completed within the last 2 years.
Access to Finance (Economic)

Criteria

1. Producer has a savings account.
2. Producer has access to credit at reasonable interest rates.
3. Producer is not over-indebted.

Criteria definitions

1. **Producer has a savings account.**
   Producer has access to some mechanism to store money safely outside of the home, such as a savings account, revolving fund, mobile bank account, or other formal instrument.

2. **Producer has access to credit at reasonable interest rates.**
   Producer has access to credit at rates that are comparable with the rates offered by banks, microfinance institutions, or other formal instruments.

3. **Producer is not over-indebted.**
   Producer is not forced to pre-sell significant portions of the harvest to cover debts. Producer is not at risk of falling into debt bondage as a result of over-indebtedness.
Records Kept (Economic)

Criteria

1. Records of production/inventory, sales, expenses, and other activities are maintained and reconciled.
2. Financial records are audited, where applicable.

Criteria definitions

1. Records of production/inventory, sales, expenses, and other activities are maintained and reconciled.
Records related to costs and revenues (sales) are kept. Records are reconciled and summarized at the end of each year (e.g., to produce a profit and loss statement).

Applications of inorganic fertilizers and pesticides are recorded.

An accurate and updated overview of all workers (permanent and temporary) is kept. Payroll records are maintained.

For groups, records are kept of all members, including name, contact information, gender, location, and production area / volume.

2. Financial records are audited, where applicable.
Financial records are independently audited.