

# Draft Fairtrade Standard for Shrimp Small Producer Organizations

## Draft for Public Comment

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For further information and standards downloads:

[www.fairtrade.net/standards.html](http://www.fairtrade.net/standards.html)

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# INTRODUCTION

## Purpose

Fairtrade is a strategy that aims to promote sustainable development and to reduce poverty through fairer trade. Making changes to the conventional trading system that aim to benefit small producers in the South, and increasing their access to markets are the main goals of Fairtrade. These actions can lead to improvements in small producers' social and economic well-being, as well as to their empowerment, and to environmental sustainability.

Shrimp small producers and their workers can participate in Fairtrade if they have formed producer organizations (co-operatives, associations or other types of organizations) that are able to engage in commercial activities, contribute to the environmentally sustainable social and economic development of their members and of their communities, and which are democratically controlled by their members. If fair access to markets under better trade conditions would help them to overcome barriers to development and empowerment, they may join Fairtrade.

## References

When setting Fairtrade standards, Fairtrade International follows certain internationally recognized standards and conventions, particularly those of the International Labour Organization (ILO).

Fairtrade International also requires that producer organizations always abide by national legislation, on the topics covered by these Standards, whenever the legislation sets higher requirements than these Standards. The same applies to regional and sector-specific practices.

## How to use these Standards

This Standard applies only to Shrimp Small Producer' Organizations in the countries in the geographical scope in Annex 4.

The Standards have 5 sections: General Requirements, Trade, Environmental Protection, Labour Conditions and Business and Development.

Each section focuses on different aspects of Fairtrade and is intended to make the unique Fairtrade approach to development through fair trading practices, sustainable livelihoods and empowerment more easily understandable.

In each chapter and section of the Standard you will find:

- The **intent and scope** which introduces and describes the objective and defines the scope of application of that chapter or section;
- The **requirements** which specify the rules to adhere to. You will be audited according to these requirements; and
- The **guidance** that will help you to interpret the requirements. The guidance can provide you with best practices, suggestions and examples how to comply with the requirement. It can also give you further explanation on the requirement with the rationale and/or intention behind the requirement. You will not be audited against guidance.

In these Standards you will find four different types of **requirements**. The timelines indicate the number of years after initial certification when you will start being audited against those requirements

- **Year 0 requirements:** are the requirements **you must meet** to become certified
- **Year 1 requirements:** are the requirements **you must meet** within one year of certification
- **Year 3 requirements:** are the requirements **you must meet** within 3 years of certification
- **Year 6 requirements:** are the requirements **you must meet** within 6 years of certification
- **Development requirements:** these define the progress aspirations of Fairtrade and the continuous improvement that is expected from certified organizations. They do not however have a fixed timeline. You should however demonstrate a commitment to addressing these issues dependant on your organization's capacity.

**You are in compliance with this Standard if you fulfill all the applicable requirements within the correct time frames AND you make sufficient advances in development requirements as defined by the certification body.**

**Note that some requirements may not apply to you. For example, if you and the members of your organization do not hire workers then you will not be audited against requirements related to workers. Or, for example, if you and the members of your organization do not use any pesticides then you will not be audited against requirements related to pesticides. In these cases the certification body will consider these requirements as not applicable.**

Throughout this Standard “**you**” refers to the shrimp small producers’ organization as the responsible party for fulfilling the requirement. Some requirements will apply directly to the members of your organization and this will be explicitly indicated in the document.

### **Implementation**

The certification body develops technical compliance criteria to be used during audits and for making certification decisions. These compliance criteria follow the wording and objectives of the requirements in this document.

### **Application**

The timelines indicated in requirements refer to timelines after first certification.

### **Monitoring of amendments**

Fairtrade International (FLO) may amend Fairtrade standards in accordance with Fairtrade International's Standard Operating Procedures ([http://www.fairtrade.net/setting\\_the\\_standards.html](http://www.fairtrade.net/setting_the_standards.html)). Requirements of Fairtrade standards may be added, deleted, or otherwise modified. If you are Fairtrade certified you are required to monitor pending and finalized revisions on Fairtrade International's website.

Fairtrade certification ensures the compliance with Fairtrade standards. Revision of Fairtrade standards may lead to a change in the requirements of Fairtrade certification. You are required to monitor pending and finalized certification policies and compliance criteria on FLO-CERT's website <http://www.FairtradeInternational-cert.net>.

# 1. General Requirements

		<p><b>Intent and scope</b></p> <p>This chapter outlines the requirements that relate to the certification and to the scope of this Standard.</p> <p><b>This chapter applies to you as the certificate holder.</b></p>
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## 1.1 Certification

Year 0	1.1.1	You <b>must accept</b> audits of your premises and subcontracted premises <b>and provide</b> information at the certification body's request.
	1.1.2	You <b>must appoint</b> a contact person for all certification matters. This person <b>must keep</b> the certification body updated with contact details and important information.

## 1.2 Members are Small Producers of Shrimp

	1.2.1	You produce Penaeid shrimps or <i>Macrobrachium rosenbergii</i> from aquaculture systems.
Year 0	1.2.2	<p>You are a Small Producer Organization and at least <b>75%</b> of your members <b>must be small producers</b>.</p> <p>Shrimp is considered a less labour intensive crop (in comparison to highly labour intensive crops such as cane sugar or tea). Under the Fairtrade International system the following criteria must be fulfilled to be considered a small producer of a less labour intensive crop</p> <ul style="list-style-type: none"> <li>• Farm work is mostly done by you and your family.</li> <li>• You do not hire workers all year round.</li> </ul> <p>If you are renting a pond or farming on a pond with a profit sharing arrangement then you may join the shrimp small producer organization. Your landlord may also join but Fairtrade will only certify a producer organization where landlords do not make up more than a quarter of the membership.</p>
	1.2.3	At least <b>75%</b> of the volume that you sell as Fairtrade per year <b>must be produced</b> by small producers.

## 1.3 You are a part of the community

Year 0	1.3.1	Shrimp farming is conducted with the agreement of the legal and traditional local community authorities.
	1.3.2	You <b>must grant</b> local communities access to the communities' traditional collection

		grounds.
	1.3.3	<p>You must have a <b>grievance procedure</b> for human rights and environmental disputes in place, which includes a due diligence process. You must nominate a responsible person for grievances. Grievances, concerns and corrective measures must be documented.</p> <p>If the issues cannot be resolved between you and the stakeholder, concerns must be investigated by a competent environmental or human rights organization (as applicable).</p> <p>A grievance investigation and decision must be taken within 90 days after the receipt of a grievance.</p> <p>You must cover the costs of the investigation, except in case of repetitive grievances decided previously already in your favour where costs have to be covered by the party that loses arbitration. The terms of reference of the investigation have to be approved by the certification body.</p> <p>You must take measures in accordance with the decision taken by the competent environmental or human rights body.</p> <p><b>Guidance:</b> The environmental or human rights organization should be recognized by the affected stakeholders. If there is no response on an agreement of the competence of this organization, Fairtrade International reserves the right to decide on their behalf within 30 days.</p>
	1.3.4	<p>You must provide a plan outlining how existing and potential social and environmental conflicts between shrimp production and local communities can be overcome. You must <b>demonstrate efforts</b> to play an active role in planning and promoting local sustainable development.</p>

## 1.4 Managing Your Members' Compliance with this Standard

		<p><b>Intent and scope</b></p> <p>The requirements in this Standard apply to small producers that have organizations with formalized structures of management. The requirements acknowledge these internal structures and expect you to find the best means to guarantee your members continuous compliance.</p> <p>For this reason, this Standard does not require a formal internal quality management system. However, these requirements should support you in monitoring your members' compliance with this Standard.</p>
Year 0	1.4.1	<p>You <b>must inform</b> and <b>explain</b> to your members the requirements in this Standard.</p> <p><b>Guidance:</b> You could keep a list of members that produce Fairtrade products, and the activities that have been implemented to raise awareness about the intention and the meaning of the requirements in this Standard</p>
Year 1	1.4.2	<p>You <b>must evaluate</b> for which requirements your members may be at risk of non compliance.</p> <p><b>Guidance:</b> Risks refer to the probability of members not being able to comply with the requirements. The information needed to determine risks would most probably come from knowledge within the community, from the experiences of you and the members of your organization, or from discussions at the general assembly.</p>
Year 3	1.4.3	<p>Your evaluation of risks <del>must be repeated</del> periodically, at a minimum of every 3 years.</p>

	1.4.3	<b>Guidance:</b> The evaluation could be repeated more frequently if needed.
	1.4.4	You <b>must define</b> and implement a procedure to monitor and evaluate the performance of your members in complying with this Standard. <b>Guidance:</b> You could obtain performance results by evaluating your members directly or by encouraging members to evaluate themselves and to provide feedback to you based on their knowledge of their reality.

## 2. Trade

		<p><b>Intent and scope</b></p> <p>This chapter outlines the rules you need to comply with when you sell the Fairtrade products of your organization.</p> <p>This chapter does <b>not include</b> the requirements you will have to fulfil if you want to trade the product of <b>other</b> certified organizations. In that case you will be considered a trader and you will have to comply with the rules in the Generic Fairtrade Trade Standards.</p> <p>This chapter does not include the requirements you will have to fulfil if you are a producer who also wants to sell final products with the Fairtrade mark to the consumer. In that case you need to contact Fairtrade International to know the steps you need to take.</p> <p>Finally this chapter does not include the rules for composite products or ingredients (products made of several components). If you want to sell composite products or ingredients you will need to follow the relevant rules in the Generic Fairtrade Trade Standard.</p> <p>This Standard <b>does not include</b> the food hygiene regulations or the requirements related to legislation of different importer countries and regions.</p> <p>Buyers <b>must also comply</b> with their own rules when they buy Fairtrade products from you. You are encouraged to know those rules so you can be in a better position when negotiating Fairtrade transactions. <b>This chapter applies to all your Fairtrade transactions.</b> The rules for traders are explained in the Generic Fairtrade Trade Standards that can be found at <a href="http://www.fairtrade.net/generic_standards.html">http://www.fairtrade.net/generic_standards.html</a>.</p>
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### 2.1 Traceability

Year 0	2.1.1	<p>You can only sell as Fairtrade those products which were sourced from your members. For Fairtrade sales you <b>must separate</b> the products that were farmed by members from the products from non-members, at all stages, until the product is sold.</p> <p><b>Guidance:</b> You only need to separate the product of members and non-members that you want to sell as Fairtrade. You can always sell products from non-members, but you cannot sell them as Fairtrade products.</p>
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2.1.2	You <b>must write down</b> the product flow from members to the first buyer.
2.1.3	You <b>must keep records</b> of products sourced from members. Records <b>must indicate</b> the name of the individual member, date of purchase, product name, volume and the price received by the member.
2.1.4	When you sell a Fairtrade product you <b>must identify</b> clearly in the related documents (e.g. invoices, delivery notes) that this product is Fairtrade.
2.1.5	You <b>must keep records</b> of all your Fairtrade sales. Those records <b>must indicate</b> the volume sold, the name of the buyer and its Fairtrade International ID number, the date of the transaction and a reference to sales documents in such a way that the certification body is able to link these records with the corresponding sales documents.
2.1.6	If you process Fairtrade products you <b>must keep records</b> that specify the amount of product before and after processing.
2.1.7	When you sell a Fairtrade product you <b>must mark</b> the product clearly so that it can be identified as Fairtrade.  <b>Guidance:</b> You can decide what type of mark you will use to identify the product as Fairtrade (e.g., the FLO ID or “FLO/Fairtrade” on the package and documentation), so long as it is visible and clear.

## 2.2 Sourcing

2.2.1	When you become certified you can sell as Fairtrade the product that you have in stock, but you <b>must not sell</b> as Fairtrade any product that was produced more than 9 months before initial certification.
2.2.2	<p>When you become certified, if you do not have a warehouse of your own, you can allow traders storing your shrimps to declare these as Fairtrade. In this case the following conditions must be met:</p> <ul style="list-style-type: none"> <li>• Traders must inform the certification body in writing of the intent to use this requirement.</li> <li>• Traders <b>must not sell</b> stock as Fairtrade that was produced more than 9 months before your initial Fairtrade certification.</li> <li>• Shrimp cannot be sold or packed as Fairtrade by the trader before you have given written approval to the trader.</li> <li>• The date that you confirm written acceptance becomes the ‘declaration’ date on which the stored volume becomes Fairtrade.</li> <li>• Traders <b>must ensure you are paid</b> the Fairtrade <b>premium</b> and any relevant minimum price for this stock within one month of the stored shrimp being declared Fairtrade.</li> <li>• Traders must be able to demonstrate documentary and physical traceability (e.g. if in your initial audit you got corrective actions related to traceability, the request may not be granted).</li> </ul> <p><b>Guidance:</b></p> <p>It is unlikely that many shrimp producer organizations have cold storage facilities</p>

		<p>available to store their own previous 9 months stock.</p> <p>The written application to the certification body should include a copy of the original invoice; producer and buyer identification; the volume of shrimp being declared as Fairtrade; the Fairtrade premium amount due; the Fairtrade price adjustment (where applicable if original price paid is below applicable Fairtrade minimum price)</p>
<b>2.3 Contracts</b>		
		<p><b>Intent:</b></p> <p>Contracts between you and your buyer set the framework for Fairtrade trade operations. It is important that the contractual obligations are agreed by both parties, well documented, and clearly understood by the both parties.</p>
<b>Year 0</b>	<b>2.3.2</b>	<p>If you or your buyer is suspended, you <b>must not sign</b> new Fairtrade contracts but you <b>must fulfil</b>, but not exceed, the contracts that you have already signed, for a maximum period of 6 months after suspension.</p> <p><b>Guidance:</b> The contracts can be cancelled only if you and your buyer both agree to it in writing.</p>
	<b>2.3.3</b>	<p>If you are decertified, you <b>must stop selling</b> any Fairtrade product from the date of decertification even if you have signed Fairtrade contracts still to be fulfilled.</p>
	<b>2.3.4</b>	<p>If Fairtrade International publishes new Fairtrade prices, you <b>must fulfil</b> all signed contracts at the price agreed in the contract. (This applies only if a minimum price is established in this category)</p> <p><b>Guidance:</b> The price in the contract can be modified only if you and your buyer both agree to it in writing.</p>
<b>2.4 Labelling</b>		
<b>Year 0</b>	<b>2.4.1</b>	<p>If you want to use the FAIRTRADE Certification Mark in your promotional material (such as brochures, website, or wholesale packaging, etc you <b>must first contact</b> Fairtrade International for approval.</p> <p><b>Guidance:</b> Fairtrade International will verify that the material complies with the "Trademark Use Guidelines" and will give you written permission only when this is the case.</p>
<b>2.5 Premium Payments</b>		
		<p><b>Intent</b></p> <p>The Fairtrade premium is an amount paid to your organization, in addition to the payment for your products, for the realization of common goals. The Fairtrade Premium will help</p>

		<p>you implement the objectives in your Fairtrade Development Plan.</p> <p>Please Note: The level of premium will be decided during the course of the development of this Standard and will be consulted with stakeholders.<sup>1</sup></p>
	<b>2.5.1</b>	<p>The payment must be made directly to the certified shrimp small producers' organization and not to individual members. Individual members of the producer organization delivering Fairtrade shrimp to processing facilities <b>must not</b> collect premium payments for their sales.</p>
	<b>2.5.2</b>	<p>The Fairtrade premium payment can be made in one of two different ways:</p> <p>A: Directly from the Fairtrade licensee to the producer organization or via a trusted intermediary agreed by both parties (direct payment model).</p> <p>B: The Fairtrade premium is paid to the producer organization by the person purchasing their shrimp and is specifically itemized on the invoices and passed through the trade chain from the producer organization to the Fairtrade licensee without amplification (pass through model).</p> <p><b>Guidance:</b> It is recommended that actors in the supply chain involved in processing shrimp, document as clearly as possible the processing ratio e.g. if 100 kilos purchased from a producer organization is transformed into 70 kilos of shrimp it will be important for other actors in the supply chain to understand this and to ensure that the premium paid to the producer group is equal to 100 kilos of shrimp</p>

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<sup>1</sup> An average Fairtrade premium level is 15 per cent of the market price or 15 per cent of the Fairtrade minimum price.

3. Environmental Protection		
		<p><b>Intent and scope</b></p> <p>The purpose of Fairtrade is to create opportunities for small producers and workers in the South who have been economically disadvantaged or marginalized by the conventional trading system. Fairtrade acknowledges that because of these disadvantages, many producers do not produce in as environmentally responsible manner as possible. With fair access to markets and better trade conditions Fairtrade certification aims to help you produce in a more responsible manner for your own benefit and also to the benefit of the local community which shares the resources that you use.</p> <p>Fairtrade acknowledges that many efforts have been made by expert organizations to define standards for shrimp production practices which ensure respect for the environment. Rather than repeat this work, Fairtrade aims to complement this work by giving producers the means to reach standards defined by specialized organizations. In addition to Fairtrade’s own requirements you must commit to meeting a set of standards of one of these specialist organizations within 6 years of certification.</p> <p>Fairtrade allows you a choice as it acknowledges that different producers can have very different production circumstances. Fairtrade limits your choice to the standards owned by ISEAL or IFOAM members (for a full list see <a href="http://www.isealalliance.org">www.isealalliance.org</a> and <a href="http://www.ifoam.org">www.ifoam.org</a>) to ensure that you choose a standard that has been developed in line with Fairtrade’s principles and approach to standard setting.</p> <p>Certification to these Standards is in addition to the Fairtrade requirements in this Section.</p> <p><b>The requirements in this chapter apply to all production in and around ponds producing Fairtrade certified shrimp even if the product is not for Fairtrade certification.</b></p>
	<b>3.1. Progressive Improvement</b>	
<b>Year 0</b>	<b>3.1.1</b>	<p>One person in your organization <b>must be given</b> responsibility to lead the operational steps required for your organization to comply with the requirements in the Environmental Protection chapter.</p> <p><b>Guidance:</b> The chosen person does not need to have a formal education in subjects such as the environment or aquaculture. This person should be in a position that can influence decision making at the organizational level.</p>
<b>Year 1</b>	<b>3.1.2</b>	<p>After one year of certification you must have created a plan outlining the activities you will undertake towards gaining certification to another environmental standard (See requirement 3.1.4). This plan must indicate which activities will be undertaken each year. You must allocate activities evenly each year and avoid allocating most activities in years 5 and 6.</p> <p><b>Guidance:</b> This plan may be combined with the Fairtrade Development Plan in Section 5. Many of the Fairtrade Environmental requirements may overlap with requirements of the certification you choose. It is recommended that in your plan you map out how to combine work on both.</p>
<b>Year 1</b>	<b>3.1.3</b>	<p>You must have a procedure to monitor the performance of Fairtrade members against the plan in requirement 3.1.2.</p>

		<b>Guidance:</b> Ideally the results are obtained by evaluating each of your members but alternatively it is acceptable that you promote understanding of the Standard amongst your members and they provide feedback to the organization on their performance based on self-evaluation and their knowledge on their own reality.
<b>Year 6</b>	<b>3.1.4</b>	You must have improved your production practices and become certified to an ISEAL or IFOAM member's standards for shrimp production. <b>Guidance:</b> Please see ISEAL website ( <a href="http://www.isealalliance.org">www.isealalliance.org</a> ) or IFOAM website ( <a href="http://www.ifoam.org">www.ifoam.org</a> ) for a list of the standards you can choose from.
<b>3.2 Use of Antibiotic Therapeutants</b>		
		<b>Intent:</b> Fairtrade promotes the use of disease prevention measures including proper farm and pond management. This will help you safeguard food safety and market access. It will also minimize your potential impact on ecosystems.
<b>Year 0</b>	<b>3.2.1</b>	You may not use antibiotic therapeutants on your farm.
<b>3.3 Pest management</b>		
		<b>Intent and scope</b> This section intends to ensure the safe handling of pesticides, the use of integrated pest management tools, and aims at reducing the amounts of pesticides used as much as possible. You and the members of your organization are encouraged to use the types of pesticides that are the least toxic as economically and technically feasible.  The requirements outlined below must apply to the entire farming operation (not only to the production of Fairtrade shrimp).
<b>Year 3</b>	<b>3.3.1</b>	You <b>must provide training</b> to your members on the subject of integrated pest management. Training <b>must include</b> : <ul style="list-style-type: none"> <li>• Monitoring of pests and diseases.</li> <li>• Alternative ways to control pests and diseases.</li> <li>• Preventive measures against pests and diseases.</li> <li>• Measures to avoid that pests and diseases build up resistance to pesticides.</li> </ul> <b>Guidance:</b> Alternative ways to control pests refers to methods other than the use of chemical pesticides. Preventive measures refer to cultivation techniques that may reduce the presence or the effects of pests. The members are free to choose suitable measures.
<b>Year 3</b>	<b>3.3.2</b>	Your members <b>must be able to demonstrate</b> that pesticides are applied based on knowledge of pests and diseases. <b>Guidance:</b> Pesticide application decisions based on monitoring can best happen when you and your members understand which pests and diseases are most common in your area and how they affect your production of shrimp and which conditions may put the shrimp at risk. Monitoring can include diagrams or sketches showing the distribution of pests and diseases in ponds which could lead to focused pesticide applications.

		3.4 Safe Handling of Pesticides
Year 0	3.4.1	<p>You <b>must provide training</b> to members and workers who handle pesticides and other hazardous chemicals about the risks in handling these materials and in how to handle them properly.</p> <p>Training <b>must address</b>:</p> <ul style="list-style-type: none"> <li>• How to store pesticides and other hazardous chemicals safely so they cannot be reached by children;</li> <li>• How to label products and packages with a clear label. Pesticide containers should be labeled indicating contents, warnings, and intended uses (preferably in the original container when possible):</li> <li>• How to handle accidents and spills when preparing and applying pesticides;</li> <li>• How to handle and dispose safely of empty pesticide containers, including triple rinsing and puncturing containers;</li> </ul>
	3.4.2	<p>All people, including members and workers, <b>must wear</b> appropriate personal protective equipment (PPE) when handling pesticides or hazardous chemicals.</p> <p><b>Guidance:</b> PPE is protective clothing that limits exposure to hazardous chemicals. Minimum recommended PPE includes garments which cover the arms and legs, footwear (shoes or boots) and a mask when applicable. The pesticide product labels may provide further guidance on the type of PPE that should be used when mixing and applying chemicals. Exposure may also be reduced by choosing certain formulations and modes of application. You can seek advice from the pesticide supplier or manufacturer.</p>
	3.4.3	<p>You <b>must raise awareness</b> of all members and workers about the hazards and risks related to pesticides and other hazardous chemicals, even if they are not directly handling these materials.</p>
Year 0	3.4.4	<p>You and the members of your organization (supplying Fairtrade shrimp) <b>must not use</b> any of the materials on the Fairtrade International Prohibited Materials List (PML)</p> <p>(See Annex 3)</p> <p><b>Please Note: The PML is currently under review. In the second round of public consultation an updated draft will be available</b></p>
	3.4.5	<p>You <b>must develop</b> procedures to ensure that members do not use any materials that appear on the Fairtrade International Prohibited Materials List (PML). The procedures <b>must</b> at least <b>include</b> activities that raise your members' awareness of the PML.</p> <p><b>Guidance:</b> The procedure can describe any series of measures that are effective for your members. It may also include activities like keeping and communicating an updated list of the commercial names of the materials on the PML, identifying those materials that may be critical to your members as well as activities that aim at an exchange of best practices based on your members' experiences.</p>
Year 1	3.4.6	<p>You and the members of your organization <b>must not apply</b> pesticides and other hazardous chemicals within 10 meters from ongoing human activity (housing, canteens, offices, warehouses or the like).</p>
	3.4.7	<p>You <b>must maintain</b> a safe central storage area for pesticides and other hazardous</p>

		<p>chemicals. The safe storage area <b>must</b>:</p> <ul style="list-style-type: none"> <li>• Be locked and accessible only to trained and authorised personnel;</li> <li>• Be ventilated to avoid a concentration of toxic vapours;</li> <li>• Have equipment, such as absorbent materials, to handle accidents and spills;</li> <li>• Not contain food;</li> <li>• Contain pesticides that are clearly labelled indicating contents, warnings, and intended uses, preferably in the original container when possible; and</li> <li>• Contain information on the safe handling of pesticides (safety sheets).</li> </ul> <p><b>Guidance:</b> To further reduce risks you are encouraged to store stocks as minimal as possible, as practical for you depending on e.g. need, season, and distance to suppliers. It is good practice to keep the obsolete materials in your safe storage area until you find a way to dispose of them safely.</p>
	3.4.8	<p>Your members <b>must store</b> pesticides and other hazardous chemicals safely, especially so they cannot be reached by children.</p> <p><b>Guidance:</b> To further reduce risks you are encouraged to store stocks as minimal as possible, as practical for you depending on the need, season, distance to suppliers, etc. However it is good practice to keep the obsolete materials in your safe storage area until you find a way to dispose of them safely.</p>
	3.4.9	<p>You <b>must work</b> toward all members who use herbicides minimizing the amount they use by implementing other weed prevention and control strategies.</p>
Year 3	3.4.10	<p>You <b>must compile a list</b> of the pesticides that are used on your farm and keep it updated, at a minimum of every 3 years.</p> <p><b>Guidance:</b> You can decide how you gather this information. You are encouraged to update the list more frequently. There could be different ways to compile this list, for example interviews and informal communication with groups of members, or ideally collecting records of use that members keep.</p>
	3.4.11	<p>Your members <b>must have</b> all pesticides and hazardous chemicals clearly labelled.</p> <p><b>Guidance:</b> Pesticide and hazardous chemicals containers should be labelled indicating contents, warnings, and intended uses (preferably in the original container when possible).</p>
	3.4.12	<p>Your members <b>must have equipment</b> to handle accidents and spills in the areas where they prepare or mix pesticides and other hazardous chemicals, so these do not seep into soil or water.</p> <p><b>Guidance:</b> The equipment can be very simple such as absorbent material.</p>
Year 6	3.4.13	<p>You and the members of your organization <b>must not reuse</b> pesticide containers to store or transport food or water.</p>
	3.4.14	<p>You and the members of your organization <b>must triple rinse, puncture and safely store</b> empty containers. All equipment that has been in contact with pesticides <b>must be cleaned and stored</b> safely.</p> <p>Store safely means to reduce risk of hazards by keeping away from people, animals and</p>

		<p>water sources. Equipment refers to other material that has been in contact with pesticides, such as personal protection equipment (PPE), filters, measuring and application equipment. You are encouraged to contact chemical suppliers and/or local authorities for disposing of these materials.</p> <p>Pesticide and other hazardous material remnants are covered under requirements related to storage (see 3.4.7 and 3.4.8).</p>
	<b>3.5 Soil and water</b>	
Year 0		<p><b>Intent and scope</b></p> <p>Soil and water are non renewable resources. Fertile soils and clean and available water are important for the sustainability of agricultural production systems that may surround shrimp farms.</p>
	3.5.1	<p>You <b>must not practice</b> saline/brackish shrimp water farming in fresh water habitats (freshwater bodies &lt; 1 parts per thousand (ppt))</p> <p><b>Guidance:</b> This requirement excludes shrimp farms that are farming shrimp in brackish water (salinity &gt; 1 ppt) within surface freshwater habitats. Such farms are either pumping brackish / saline groundwater into ponds or using brine for salinity control in ponds. By excluding such farms from Fairtrade, the salinization of freshwater and non-saline soils is prevented by proper siting considerations.</p> <p>Many farms located near the coast operate in transition areas between marine and terrestrial environments where water salinity greatly fluctuates depending on the amount of rain. In such situations, farmers need to demonstrate that salinity of the main receiving water body is &gt; 1 ppt outside the peak rainy season, and that natural freshwater wetlands and water used for agriculture are not affected by discharges of saltwater from shrimp ponds.</p>
	3.5.2	<p>You <b>must not use subsurface freshwater</b> for salinity control in saline shrimp farming.</p> <p><b>Guidance:</b> The use of surface freshwater for salinity control is not permitted because the large volumes involved could result in a drop of the water table or the salinisation of freshwater aquifers with potential negative consequences for agricultural activities and other human needs.</p>
	3.5.3	You <b>must not directly deposit</b> saline pond sludge on non-saline soil.
	3.5.4	You <b>must not site brackish and saline water shrimp farms</b> (pond water salinity level > 5 ppt) <b>on soils with clay content &lt;10% and sand content &gt; 70%</b>
	3.5.5	Members with harvest biomass > 2,000 kg / ha / cycle <b>must implement effective effluent treatment and sedimentation systems</b> on their farms. You must have an effluent treatment and sedimentation system for suspended solids upon harvesting of shrimp. There must be no direct discharge of harvest water into a surrounding water body at any time.
	3.5.6	Members with harvest biomass > 2,000 kg / ha / cycle <b>must implement proper systems of pond sludge removal and deposit</b> on their farms
		<p><b>Guidance:</b> Many shrimp farms accumulate sediments in ponds and canals, which are mechanically removed. Sediment disposal sites can cause salinization of surface water if rainfall leaches salts from them and runoff enters freshwater bodies. Saline runoff could also flow onto non-saline soil areas causing salinization of surface soil. Water from sediment disposal areas could infiltrate and lead to salinization of freshwater aquifers. The best way to dispose of saline sediment removed from ponds is to place it</p>



		back on the insides and tops of pond embankments from which most of it eroded.
	<b>3.6 Water Use</b>	
Year 0	3.6.1	You and your members <b>must know where water used in production comes from.</b> An inventory of sources must be available. <b>Guidance:</b> Maps or schemes that show the location of the water sources are acceptable.
	3.6.2	Producers <b>extract water from legal sources.</b> <b>Guidance:</b> If there are regulations governing water usage in your region or country you should confirm that all water sources for production of Fairtrade shrimp are legally authorized to be used in aquaculture.
	3.6.3	<b>Producers must measure the volumes of water to be extracted from water sources.</b> <b>Guidance:</b> Responsibility of producers regarding the sustainability of water sources is based on efficient use. This is based on consistency between the volumes of water that are extracted from the sources with those actually being used in production and those estimated to be needed.  An estimate measure might be acceptable in those cases where exact measuring is not possible.
Year 1	3.6.4	You <b>must keep informed</b> about the situation of the water sources in your area. In case local environmental authorities or other entities consider that your water sources are being depleted, or are in a critical situation or under excessive pressure, you <b>must engage</b> in a dialogue with the authorities or local existing initiatives in order to identify possible ways to be involved in research or in finding a solution.  <b>Guidance:</b> You may find it difficult to know if a water source is sustainable or if it has replenishing capacity. In this case you may monitor existing knowledge about the sustainability of the water sources by seeking relevant information
	<b>3.7 Waste</b>	
		<b>Intent and Scope</b>  Reducing, reusing, handling and recycling waste in a manner that is appropriate to the respective material reduces risks from hazardous waste as well as improves the environment and the working place.
Year 1	3.7.1	You <b>must ensure</b> that your members keep their pond areas free of hazardous waste.  <b>Guidance:</b> You may explain to your members which waste is hazardous, in which operations hazardous waste is involved and ways to handle and store hazardous waste safely.
Year 6	3.7.2	You and the members of your organization <b>must have</b> designated areas for the storage and disposal of hazardous waste. In the absence of appropriate disposal facilities, small amounts of hazardous farm waste can be burned in a well-ventilated area away from people, animals or crops. You and the members of your organization may only burn hazardous waste if it is allowed by local regulation and all safety recommendations are followed.  <b>Guidance:</b> You may provide central areas for disposal and storage of hazardous waste so that your members may avoid disposing of them unsafely or storing them indefinitely.

		You may also contact suppliers and local authorities to help you identify hazardous materials and better practices to handle and dispose of them.
<b>3.8 GMO</b>		
		<p><b>Intent and scope</b></p> <p>Genetically Modified (GM) organisms do not contribute to the sustainability of producers in the long run. GM crops increase dependencies on external inputs and do not stimulate an integrated approach to the production system and as a result do not promote its resiliency. GM crops may have potential negative impacts on human health and on the environment.</p>
Year 0	3.8.1	You and your members <b>must not use</b> genetically modified shrimp (transgenic shrimp) in the production of shrimp.
	3.8.2	You <b>must not use</b> GM feed in the production of shrimp. <b>Guidance:</b> You should evaluate the potential risk of members using feed containing genetically modified crops
<b>3.9 Feed</b>		
		<p><b>Intent</b></p> <p>Feed use and feed sourcing is a controversial issue in shrimp farming.</p> <p>Small producers often have little control over feed ingredient sources. The cost of using feed containing “sustainably certified” sources of fishmeal can prevent access to market. Coupled with the requirement to use non GMO feed this may be a factor in preventing small producer’s access to market due to uncompetitive costs. Some of the feed issues should be addresses by the requirements of the additional standards which you must obtain over time (see 3.1.4).</p> <p>Fairtrade wishes to encourage the consumption of shrimp produced from less intensive or extensive feed systems which consume fewer resources, and which are more suitable farming methods for poorer communities.</p>
Year 0	3.9.1	To be eligible for certification you must <b>not farm with stocking densities above 40 PLs / m2.</b>
Dev	3.9.2	Where compound feed (feed pellets) with fishmeal is used for shrimp feeding, you <b>should demonstrate efforts</b> to improve the sustainability of the fishmeal source, and if necessary identify other feed sources. You must encourage feeding methods which do not rely on shrimp feed that has fishmeal sourced from non sustainable sources.
<b>3.10 Biodiversity</b>		
		<p><b>Intent and scope</b></p> <p>The loss of natural ecosystems is a threat to the sustainability of the production system because the benefits provided by biodiversity can be lost. Benefits amongst others are enhanced water conservation, soil fertility and potential alternative crops. Biodiversity and natural habitats can also provide a buffer to mitigate and adapt to the effects of climate change.</p>
Year 0	3.10.1	<del>You may only farm species native to your region except where non-native species are</del>

	<p>already widely used in commercial production in the region of production.</p> <p><b>Guidance:</b> By not allowing new introduction of non-native species, Fairtrade International is proactively preventing any future risks and negative impacts on eco-systems.</p>
3.10.2	<p>You must only use hatchery reared post larvae except for zero-input systems with constant exchange of water by tidal movement and passive intake of wild post larvae by currents (e.g. Silvofishery Systems).</p>
3.10.3	<p>You <b>must not site</b> new farms or expand farms in mangrove habitats.</p>
3.10.4	<p>You <b>cannot be certified</b> if there is <b>evidence of mangrove destruction (active) or degradation (passive) after 1999</b> as a direct impact of farms or farm clusters in the farming area</p> <p><b>Guidance:</b> For compliance check, 1999 can be taken as benchmark date. Auditors need to trace back the history of farm area back to 1999.1999 is when the RAMSAR convention<sup>2</sup> called for a suspension of the expansion of unsustainable aquaculture activities harmful to coastal wetlands and is recognized within the shrimp farming industry as a benchmark date for awareness around destructive shrimp farming practices.</p>
3.10.5	<p>You <b>must not site shrimp farms</b> within a <b>coastal buffer zone of 100 m</b></p> <p><b>Guidance:</b> The entry level standard for certification is set at minimum of 100 m of coastal buffer between farms and shorelines. This Standard acknowledges the need for coastal buffers, while also being realistic that farms have little control over the land practices between their own farms and shorelines unless this is a relatively narrow strip where they have immediate influence.</p> <p>Including a minimum buffer strip between farms and oceans has two further benefits. First, it assures that ponds cannot occupy the sea-water interface. This is a high risk farming area where, relative to inland areas, it is more difficult to control environmental events that are directly linked to escapement and disease transfer. The second benefit of coastal buffers is that they assure that communities have an area from which to access marine resources.</p>
3.10.6	<p>You <b>must avoid</b> negative impacts on protected areas and in areas with high conservation values within or outside the farm or production areas or from the date of application to certification. The areas that are used or converted to production by members <b>must comply</b> with national legislation in relation to land use.</p> <p><b>Guidance:</b> “Protected areas” refer to areas of land or sea especially dedicated to the protection and maintenance of biological diversity, and of natural and associated cultural resources, and managed through legal or other effective means (IUCN 1994). Protected areas can be public or private biological conservation areas.</p> <p>You may identify protected areas with the help of local, regional or national authorities.</p> <p>“Areas with high conservation value” refer to areas that are worth conserving because of values it may have that are important at a local, regional or global scale and which may include social values such as the benefits that an area provides to a community in terms of its cultural importance or economic resources. Biological values such as an ecosystem or the habitat of an endangered species. It usually can be identified because it is an area</p>

<sup>2</sup> Resolution VII.21 of the 7th Meeting of the Conference of the Contracting Parties to the Convention on Wetlands (Ramsar, Iran, 1971), San José, Costa Rica, 10-18 May 1999.

		<p>of natural vegetation with low disturbance from agriculture, forestry, industry, urbanism or other. You may initially identify areas with high conservation values based on available knowledge at your organization and neighbouring community. You may wish to consult with elders and people in the community who may have the knowledge of the evolution of the natural vegetation in the region.</p> <p>“Negative impact” refers to partial or complete destruction of the protected area or loss of the conservation values.</p>
Year 3	3.10.7	<p>You <b>must raise awareness</b> of your members so that no collection or hunting or poisoning of rare or endangered species takes place.</p> <p><b>Guidance:</b> Initial classification of rare (or even endangered species) is made using the IUCN red list<sup>3</sup> and your knowledge.</p>
	3.10.8	<p>You and the members of your organization <b>must maintain</b> buffer zones around water bodies and watershed recharge areas and between production and areas of high conservation value, either protected or not. Pesticides, other hazardous chemicals and fertilizers <b>must not be applied</b> in buffer zones. Ecological corridors <b>must be protected</b> or restored with natural vegetation.</p> <p><b>Guidance:</b> These buffer zones refer to biodiversity in contrast to others previously mentioned for health protection reasons. Clusters of small farms can be considered a single production site with buffer zones at its edges only. Total use of land for crop production should be avoided</p> <p>Restoration of ecological corridors may take place by actively introducing vegetation or by passively protecting it as to allow regeneration of native vegetation. No requirement is made on minimum distance.</p>
Dev	3.10.9	<p>You <b>must report</b> on activities that you or your members carry out to protect and enhance biodiversity.</p> <p><b>Guidance:</b> Members are free to choose how they report their activities to you. Activities can include:</p> <ul style="list-style-type: none"> <li>• Identification of key biodiversity issues in the region and actions that your members implemented in order to improve the situation;</li> <li>• Maintaining and restoring natural ecosystems in areas that are not suitable for cultivation, and in buffer zones around water bodies and watershed recharge areas and between production and areas of high conservation value, either protected or not; and</li> <li>• Activities to increase ecosystem connectivity by identifying unproductive sites and buffer zones.</li> </ul> <p>You may find within your local community knowledge which is valuable and can be considered. With time you may benefit from advice by local experts such as authorities, universities or NGOs.</p> <p>Restoration of ecosystems can take place by actively introducing vegetation or by passively protecting it as to allow regeneration of native vegetation.</p>
3.11 Energy		

<sup>3</sup> <http://www.iucnredlist.org/>

		<p><b>Intent and scope</b></p> <p>Reducing non-renewable energy consumption in aquaculture and moving to renewable sources is important for producers in terms of cost reduction and lowering dependencies on external inputs, as well as reducing the impact of their operations on climate change. Producers should strive for the sustainability of their local production systems. In this way they will reduce consumption of non-renewable energy by relying more on renewable sources.</p>
<b>Year 3</b>	<b>3.11.1</b>	You <b>must keep</b> records of energy consumption.
<b>Dev</b>	<b>3.11.2</b>	<p><b>You keep the use of non-renewable energy to a minimum.</b></p> <p><b>Guidance:</b> Alternative energy sources should be explored in order to replace non-renewable sources.</p>
<b>3.12. Animal Welfare</b>		
		<p><b>Intent and scope</b></p> <p>Fairtrade International policy on animal products advocates that the treatment of the animal should be as humane as possible from birth to death, avoiding unnecessary suffering on the farm and during transport and slaughter.</p>
<b>Year 0</b>	<b>3.12.1</b>	You must kill all shrimp immediately after harvesting by hypothermia (ice slurry).

4 Labour Conditions		
		<p><b>Intent and scope</b></p> <p>This section intends to ensure good working conditions for workers employed by the certified producer organization. Fairtrade International regards the core ILO conventions as the main reference for good working conditions.</p> <p>Workers are all waged employees, regardless if they are permanent or temporary, migrant or local, subcontracted or directly employed. Workers include all hired personnel regardless whether they work in the field, in processing sites, or in administration. Senior managers and other professionals are not considered workers.</p> <p>If you or one of your members have a completely separate business unrelated to Fairtrade production or if you have members that produce only a non-Fairtrade product, then the requirements in this section do not apply to that business or to those members.</p> <p>For technical reasons the certification body may focus on permanent workers during audits.</p>
<b>4.1 Freedom from discrimination</b>		
Year 0	4.1.1	<p><b>Intent and scope</b></p> <p>This section intends to prevent discrimination against workers based on the content of ILO Convention 111 on Discrimination. The Convention defines discrimination as “any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation” (Article 1).</p> <p>Discrimination is making an unfair distinction in the treatment of one person over another on grounds that are not related to ability or merit.</p> <p><b>This section is applicable to all workers employed by you and by the members of your organization.</b></p>
	4.1.2	<p>You and the members of your organization <b>must not discriminate</b> on the basis of race, colour, sex, sexual orientation, disability, marital status, age, religion, political opinion, membership of unions or other workers’ representative bodies, national extraction or social origin in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement or other activities.</p> <p><b>Guidance:</b> Where discrimination is endemic within a sector or region you are encouraged to address this within the framework of your Fairtrade Development Plan.</p>
	4.1.3	<p>During the recruitment of workers you and the members of your organization <b>must not test</b> for pregnancy, HIV or genetic disorders.</p>
	4.1.4	<p>You and the members of your organization <b>must not engage in</b>, support, or tolerate the use of corporal punishment, or mental or physical coercion or verbal abuse.</p> <p><b>Guidance:</b> Where such practices are endemic within a sector or region you are encouraged to address this within the framework of your Fairtrade Development Plan, for example by developing a written policy and a system to prevent improper disciplinary</p>

		practice.
	4.1.5	<p>You and the members of your organization <b>must not engage in</b>, support, or tolerate behaviour, including gestures, language, and physical contact, that is sexually intimidating, abusive or exploitative.</p> <p><b>Guidance:</b> Where such practices are within a sector or region you are encouraged to address this within the framework of your Fairtrade Development Plan, for example by developing a written policy and a system that clearly prohibits sexually intimidating behaviour.</p>
<b>4.2 Freedom of labour</b>		
		<p><b>Intent and scope</b></p> <p>This section intends to prevent forced or bonded labour based on ILO Conventions 29 and 105 on Forced Labour. “Forced or compulsory labour shall mean all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily” (Article 1).</p> <p><b>This section is applicable to all workers employed by you and by the members of your organization.</b></p>
Year 0	4.2.1	<p>You and the members of your organization <b>must not have</b> forced labour, including bonded or involuntary prison labour. You <b>must explain</b> to all workers that they are free to leave at any time as long as they follow the due notice period in their contract.</p> <p><b>Guidance:</b> “Forced labour” includes work that a person has not offered him or herself voluntarily and they are forced to do under the threat of any penalty. It is considered forced labour if you retain any part of the workers’ salary, benefits, property or documents in order to force them to remain in their employment. If you require or force workers to remain in employment against their will using any physical or psychological measure that is considered forced labour.</p> <p>The term ‘bonded labour’ refers to workers that have received loans from employers, where these loans are subject to unreasonable terms and conditions, such as excessively high interest rates.</p>
	4.2.2	<p>You and the members of your organization <b>must not make</b> the employment of a worker, or an offer of housing, conditional on the employment of their spouse. Spouses have the right to work elsewhere.</p>
<b>4.3 Child labour and child protection</b>		
		<p><b>Intent and Scope</b></p> <p>This section intends to prevent labour that is damaging to children based on ILO Convention 182 on the Worst Forms of Child Labour addressing “work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children” and on ILO Convention 138 on Minimum Age. “The minimum age specified in pursuance of paragraph 1 of this Article shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years”.</p> <p><b>This section is applicable to all workers employed by you and by the members of your organization.</b></p>
Year 0	4.3.1	<p>You and the members of your organization <b>must not employ</b> children below the age of</p>

		<p>15.</p> <p><b>Guidance:</b> In the case of child-headed households a child's right approach should be used to interpret these requirements, giving priority to the best interest of the child.</p> <p>The prohibition also applies to children that are employed indirectly by you or the members of your organization, for example when children of workers are working with their parents in your or your members' ponds.</p> <p>When there is a high likelihood of child labour as defined by ILO Convention 138 (Minimum age) and ILO Convention 182 (Worst forms of child labour) occurring you are encouraged to address this and include actions in your Fairtrade Development Plan that tackle root causes of child labour.</p> <p>If there are no schools available in the area where children live, all effort should be given to work with national authorities and/or other relevant partners to build schools for children or provide safe transportation so children can attend the nearest school. If children who migrant temporarily with their working families to areas where no schools are available, temporary schooling alternatives could be sought and provided so children can attend school and receive a quality education.</p> <p>In all circumstances child rights should be given primary consideration, as reflected in the guiding principles of the UN Convention of the Rights of the Child (UNCRC).</p>
Year 0	4.3.2	<p>When your member's children below 15 years of age help your members on the farms this is permitted by Fairtrade standards under strict conditions: you <b>must make sure</b> that they only work after school or during holidays, the work they do is appropriate for their age, they do not work long hours and/or under dangerous or exploitative conditions and their parents supervise and guide them.</p>
	4.3.3	<p>You and the members of your organization <b>must not submit</b> workers less than 18 years of age to any type of work which, by its nature or the circumstances under which it is carried out, is likely to jeopardize their health, safety or morals and their school attendance.</p> <p><b>Guidance:</b> Examples of work considered to be unacceptable are work that involves slave like practices, recruitment into armed conflict, sex work and/or illicit activities. Examples of work that is potentially damaging are work that involves an unhealthy environment, tiredness from working excessively long hours or from a lack of sleep, work that involves handling or any exposure to toxic chemicals, work at dangerous heights, operation of dangerous equipment and work that involves abusive punishment.</p>
	4.3.4	<p>If in the past you or your members employed children under 15 for any type of work, or children under 18 for dangerous and exploitative work, you <b>must make sure</b> that those children do not enter or become at risk of entering into even worse forms of labour.</p> <p><b>Guidance:</b> You will need to develop a remediation policy and program which includes a clear statement against child labour and projects with expert partner organizations which ensures the immediate and continued protection of children, including the removal of harm from work if possible and if the child is above 15 years of age.</p> <p>One example of an appropriate remediation program might include implementing community led child labour monitoring with projects aimed to improve social protection at household levels where impacted and at risk children live, including the provision of quality education.</p>
Year 1	4.3.5	<p>If you have identified child labour as a risk in your organization you and the members of your organization <b>must implement</b> procedures to prevent children below the age of 15</p>



		<p>from being employed for any work and children below the age of 18 from being employed in dangerous and exploitative work.</p> <p><b>Guidance:</b> The procedure may involve keeping records of all workers stating their age, gender, identification papers, migratory status and other relevant data.</p>
<b>4.4 Freedom of association and collective bargaining</b>		
		<p><b>Intent and scope</b></p> <p>This section intends to protect workers against discrimination when defending their rights to organize and to negotiate collectively based on ILO Convention 87 on Freedom of Association and Protection of the Right to Organize, ILO Convention 98 on the Right to Organize and Collective Bargaining and ILO Recommendation 143 on Workers' Representatives. "Workers and employers, without distinction whatsoever, shall have the right to establish and, subject only to the rules of the organization concerned, to join organizations of their own choosing without previous authorisation. Workers' and employers' organizations shall have the right to draw up their constitutions and rules, to elect their representatives in full freedom, to organize their administration and activities and to formulate their programmes."</p> <p><b>This section is only applicable to you if you employ a significant number of workers, and to your members who employ a significant number of workers. Significant number is defined by the certification body.</b></p>
<b>Year 0</b>	<b>4.4.1</b>	<p>You and the members of your organization <b>must declare</b> in writing that all workers are free to join the workers' organization that each worker chooses, and that workers are free to participate in group negotiations regarding their working conditions. You <b>must not deny</b> these rights in practice. You <b>must not have opposed</b> these rights in the last two years.</p> <p><b>Guidance:</b> "Workers organization" is any organization of workers with the objective of "furthering and defending the interests of workers..." (ILO Convention 110, Article 69). If there has been opposition to these rights in the last two years you and the members of your organization can still fulfil this requirement if your circumstances have changed substantially, for example in case of a change of management.</p>
	<b>4.4.2</b>	<p>You and the members of your organization <b>must allow</b> trade unions that do not have a base in the organization to meet workers and to share information. You <b>must not interfere</b> in these meetings.</p> <p><b>Guidance:</b> The workers are free to participate or not in these meetings. The meetings can be requested by the workers. External union officials can request the meetings if the union is involved in a Collective Bargaining Agreement (CBA) within the relevant industry or at national level. Time and place for these meetings have to be agreed in advance. You and the members of your organization are not expected to allow these meetings if either you have not been informed first.</p>
	<b>4.4.3</b>	<p>You and the members of your organization <b>must ensure</b> that there is no discrimination against workers and their representatives for organizing, for joining (or not) a workers' organization or for participating in the legal activities of the workers' organization.</p>

If a workers' organization representative is dismissed you and the members of your organization **must report** it immediately to the certification body and explain the reason.

		workers are members of a workers' organization. <b>Guidance:</b> "Discrimination" means that workers are treated differently or suffer any negative repercussions. Some actions that could indicate discrimination against workers who form a workers' organization or who are trying to form one are closing production, denying access, longer working hours, making transport difficult or dismissals.
	4.4.4	If there is no union that is recognized and active in your area, if unions are forbidden by law, or if unions are managed by government and not by members, then you and the members of your organization that employ a significant number of workers <b>must encourage</b> workers to democratically elect a workers' organization. The workers' organization will represent workers in their negotiations with you to defend their interests. <b>Guidance:</b> Fairtrade International defends the rights of freedom of association and collective bargaining and believes that independent trade unions are the best way for achieving this. Therefore, this requirement only applies to you if there are no recognized unions that are active in your area, if unions are forbidden by law or if unions are managed by government and not by members. "Recognized union" means that the union is affiliated with a national or international trade secretariat (for example the Global Union Federation).  If you or the workers need help in contacting a trade union representative you can ask Fairtrade International for support.
Year 3	4.4.5	You and the members of your organization <b>must provide training</b> to workers for improving their awareness about workers' rights and duties. Training <b>must take place</b> during paid working time.
<b>4.5 Conditions of employment</b>		
		<b>Intent and scope</b> This section intends to provide for good practices regarding the payment of workers and their conditions of employment based on ILO Convention 100 on Equal Remuneration and on ILO Convention 110 on Conditions of Employment of Workers. <b>This section is only applicable to you if you employ a significant number of workers, and to your members that employ a significant number of workers. Significant number is defined by the certification body.</b>
Year 0	4.5.1	You and the members of your organization <b>must set</b> salaries for workers according to CBA regulations where they exist or at regional average wages or at official minimum wages for similar occupations whichever is the highest. You <b>must specify</b> wages for all employee functions.
	4.5.2	For work based on production, quotas and piecework, during normal working hours, you and the members of your organization <b>must pay</b> the proportionate minimum wage or the relevant industry average, whichever is higher. Information about this pay rate <b>must be available</b> for all workers and worker organizations.  For pay based on piecework, the worker <b>must agree</b> that the rate is fair, and you and the members of your organization <b>must make</b> the method of calculation transparent and accessible to the worker.  You and the members of your organization <b>must not use</b> production, quotas and piecework employment as a means to avoid time-bound contracts.

	4.5.3	You and the members of your organization <b>must make payments</b> to workers at regularly scheduled intervals and <b>must document</b> the payments with a pay slip containing all necessary information. Payments <b>must be made</b> in legal tender. Only if the worker explicitly agrees you may make the payment in kind.
Year 3	4.5.4	You and the members of your organization <b>must provide</b> a copy of the signed contract to the worker.
	4.5.5	You and the members of your organization <b>must gradually increase</b> salaries above the regional average and the official minimum wage.
	4.5.6	Where possible you and the members of your organization <b>must assign</b> all regular work to permanent workers. <b>Guidance:</b> Regular work excludes all seasonal work and work that is added to usual work levels during peak periods, and special tasks. The intention of this requirement is that you do not avoid legal obligations by using continuous fixed-term employment contracts.
	4.5.7	You and the members of your organization <b>must have</b> a legally binding written contract of employment for all permanent workers which 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.
Year 6	4.5.8	You and the members of your organization <b>must give</b> local, migrant, seasonal and permanent workers the same benefits and employment conditions for the same work performed. Where this is not possible, you and the members of your organization <b>must provide</b> an alternative and equivalent benefit.
	4.5.9	You and the members of your organization <b>must set</b> maternity leave, social security provisions and non-mandatory benefits according to national laws or according to CBA regulations where they exist, or according to the agreement signed between the workers' organization and the employer whichever is the most favourable for the worker.
<b>4.6 Occupational health and safety</b>		
		<b>Intent and scope</b> This section intends to prevent work-related accidents by minimizing hazards in the work place. It is based on ILO Convention 155 on Occupational Safety and Health. <b>This section is only applicable to you if you employ a significant number of workers, and to your members that employ a significant number of workers. Significant number is defined by the certification body.</b>
Year 0	4.6.1	You and the members of your organization <b>must make</b> work processes, workplaces, machinery and equipment on your production site safe.
	4.6.2	Children under the age of 18 years, pregnant or nursing women, mentally handicapped people, people with chronic, hepatic or renal diseases and people with respiratory diseases <b>must not carry out</b> any potentially hazardous work.
	4.6.3	You and the members of your organization <b>must ensure</b> alternative work for your employees in the case that a change of work is necessary to comply with requirement

		4.6.2
	4.6.4	You and the members of your organization <b>must have</b> accessible first aid boxes and equipment and a sufficient number of people trained in first aid in the workplace at all times.
	4.6.5	You and the members of your organization <b>must provide</b> clean drinking water and clean toilets with hand washing facilities close by for workers, and clean showers for workers who handle pesticides. These facilities <b>must be separate</b> for women and men and the number of facilities <b>must be in proportion</b> to the number of workers.
Year 1	4.6.7	When you carry out hazardous work, you and the members of your organization <b>must display</b> all information, safety instructions, re-entry intervals and hygiene recommendations clearly and visibly in the workplace in the local language(s) and with pictograms.
	4.6.8	You and the members of your organization must provide training to workers who carry out hazardous work on the risks from this work to their health and to the environment and on what to do in case of an accident.  This requirement only applies to hazardous work that is not related to the handling and to the application of pesticides.  <i>Guidance:</i> For training requirements for pesticide use see section 3
	4.6.9	You and the members of your organization <b>must provide</b> and <b>pay for personal protective equipment</b> for all workers who perform hazardous work. You <b>must make sure</b> that the personal protective equipment is used and that replacement equipment is ordered and distributed when the existing equipment wears out.  This requirement only applies to hazardous work that is not related to the handling and application of pesticides.  <i>Guidance:</i> For personal protective equipment requirements for pesticide use see requirement 3.4.2
	4.6.10	You and the members of your organization <b>must improve</b> health and safety conditions by: <ul style="list-style-type: none"> <li>• Putting up warning signs that identify risk areas and potential hazards in local languages and including pictograms if possible;</li> <li>• Providing information to workers about safety instructions and procedures including accident prevention and response;</li> <li>• Putting safety devices on all hazardous machinery and equipment, and protective guards over moving parts;</li> <li>• Providing safety equipment to all workers who perform hazardous tasks and instructing and monitoring workers on its proper use; and.</li> <li>• Storing safety equipment for chemical spraying.</li> </ul>
Year 3	4.6.11	You and the members of your organization <b>must ensure</b> that workers nominate a representative who knows about health and safety issues and who will raise workers' concerns on health and safety issues with the organization's management.

5. Business and Development		
		<p><b>Intent and scope</b></p> <p>This section outlines the requirements that are unique to Fairtrade and intends to lay the foundations for empowerment and development to take place.</p> <p><b>This section applies to you as the certificate holder.</b></p>
5.1 Development Potential		
		<p><b>Intent and scope</b></p> <p>Fairtrade should lead to the demonstrable empowerment and environmentally sustainable social and economic development of producer organizations and their members, and through them of the workers employed by the organizations or by the members, and the surrounding community.</p> <p>The intent of this section is to ensure that the direct beneficiaries of Fairtrade are small producers including their families who are organized into producer organizations.</p>
Year 1	5.1.1	<p>You <b>must plan</b> 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 Fairtrade Development Plan.</p> <p>In the plan you <b>must include</b>:</p> <ul style="list-style-type: none"> <li>• The description of the activity (what you plan to do)</li> <li>• The objective of the activity (why you plan to do it)</li> <li>• The timeline of the activity (by when you will plan to do it)</li> <li>• The responsibilities (who will be in charge of doing it)</li> <li>• And in case you need to spend funds (such as the Fairtrade premium or other sources of funds), the budget of the activity (how much do you plan to spend)</li> </ul> <p><b>Guidance:</b> Planning, implementing and evaluating the plan will stimulate and increase the participation of members in their own organization and community. It is a good practice to plan activities that respond to the needs of your organization, members, workers and communities. <b>In the first 6 years of certification the environmental plan you have put in place as part of requirement 3.1.2 can be used as the Fairtrade Development Plan</b></p> <p>Your organization has the right to choose any activities that your members agree on and are important for your particular situation, aspirations and priorities. Upon your request, Fairtrade International or Producer Networks can provide the <i>List of Ideas for the Fairtrade Development Plan</i> that includes activities that have been useful in other organizations. The list would be only for guidance. You are encouraged to think of your own activities.</p>
	5.1.2	<p>You <b>must include</b> all the activities that you plan to fund with the Fairtrade premium in the Fairtrade Development Plan before you implement the activities.</p> <p><b>Guidance:</b></p> <p>The Fairtrade premium is an amount paid to your organization, in addition to the payment for your products, for the realization of common goals. The Fairtrade premium</p>

		will help you implement the objectives in your Fairtrade Development Plan.
Year 1	5.1.3	<p>Before you implement the Fairtrade Development Plan, you <b>must present</b> it to the General Assembly for approval. You <b>must document</b> the decisions.</p> <p><b>Guidance:</b> The intention is guaranteeing transparent and democratic decision making. Only the General Assembly is authorised to approve the content and form of the Fairtrade Development Plan.</p> <p>It is possible that the Fairtrade Development Plan may need to be changed in between General Assembly meetings. This might be necessary in situations where, for example, you receive more or less Fairtrade premium money than planned, or where members or the community are affected by an unexpected event and you wish to respond. If this happens, you will need to document the decisions to make the changes, and explain the changes and get ratification from the General Assembly retrospectively.</p>
	5.1.4	You <b>must have</b> an accounting system that accurately tracks the Fairtrade Development Plan expenses, and in particular identifies the Fairtrade premium transparently.
	5.1.5	<p>When you complete your planned activities you <b>must update</b> the Fairtrade Development Plan by planning at least another activity that has to be approved by the General Assembly.</p> <p><b>Guidance:</b> Longer term projects are encouraged. Any planned action may be extended over more than one year or may be repeated.</p>
Year 3	5.1.6	<p>You <b>must report</b> the results of the Fairtrade Development Plan to the General Assembly every year and document this presentation. In the report you <b>must answer</b> the following questions:</p> <ul style="list-style-type: none"> <li>• Were the actions carried out yes/no? If not, why?</li> <li>• When?</li> <li>• At what cost?</li> <li>• Was the objective achieved or are further actions needed?</li> </ul> <p><b>Guidance:</b> The intention of this requirement is that you and your members self-monitor your own performance against the original plan, and evaluate the success of the plan. There can be several reasons why a plan was not carried out as originally planned or why it was not successful in reaching the objectives, and your members need to be informed about this.</p>
	5.1.7	<p>Workers <b>must</b> also <b>benefit</b> from at least one activity in your Fairtrade Development Plan.</p> <p><b>Guidance:</b> The intention is that all people involved in the production of Fairtrade products can benefit and demonstrate solidarity with their communities. Supporting workers is especially important to achieving this.</p> <p>Benefiting producers, workers and communities can mean any action that is directed at improving their living conditions, welfare or capacities. The actions do not need to be addressed to workers only, but can benefit workers and members alike, such as for example by addressing needs of the communities where members and workers live.</p> <p>Ideally, and if feasible, you would consult workers and communities annually to understand their needs and know their preferences.</p>

	5.1.8	If there are workers' representatives in your organization you <b>must invite</b> them to the General Assembly to observe and participate in the discussion of the topics that relate to them.
Year 6	5.1.9	You <b>must design</b> and start implementing a process that collects and analyzes the development needs in your organization. <b>Guidance:</b> The intention is to ensure there is a process in place that informs your organization of the needs included in the Fairtrade Development Plan. In time you are encouraged to use this information to measure the success or shortcomings of your plan and to guide your organization's planning in the future.
Dev	5.1.10	In shrimp farming regions where polyculture systems (e.g. shrimp and milkfish) or integrated agro-aquaculture systems (e.g. rice in rotation with shrimps) are not common then you should support affiliated members to introduce such local market-oriented activities.
	5.1.11	In cases of an irregular and unexpected food deficit in the shrimp farming region you should investigate the possibility to use part of the FT premium for the construction of fish ponds used by local villagers to increase their food supply.

## 5.2 Democracy, Participation and Transparency

		<p><b>Intent and scope</b></p> <p>This section intends to ensure that organizations facilitate the social and economic development of their members and guarantee that the benefits of Fairtrade reach these members.</p> <p>An organization should have democratic structures in place and a transparent administration that allows members and the board to have effective control over the management of the organization. Members should be able to hold the board accountable for its activities.</p> <p>An organization should strive to improve structures and practices continuously in order to maximize the member participation and their sense of ownership over the organization.</p> <p>Fairtrade International follows ILO Recommendation R193 “on the promotion of cooperatives” which is based on the cooperative principles of “voluntary and open membership, democratic member control, member economic participation, autonomy and independence, education, training and information, cooperation among cooperatives and concern for the community”.</p> <p>Fairtrade International extends these principles to primary producer organizations (cooperatives, associations or other types of organizations) and to umbrella organizations where they exist.</p>
Year 0	5.2.1	<p>The structure of your organization <b>must have:</b></p> <ul style="list-style-type: none"> <li>• A General Assembly as the highest decision making body where all major decisions are discussed and taken;</li> <li>• Equal voting rights for all members;</li> <li>• A Board chosen in free, fair and transparent elections</li> </ul>

		All members <b>must have</b> voting rights in the General Assembly. If you decide so you can do this through a system of elected delegates.
	5.2.2	It needs to be clear who is a member of your organization. Therefore, you <b>must have</b> written rules to determine who can become a member and you <b>must keep</b> a record that says who is a member.
	5.2.3	You <b>must follow</b> your own rules and regulations such as constitution, by-laws and internal policies including those for election and membership processes.
	5.2.4	You <b>must hold</b> a General Assembly at least once a year.
	5.2.5	You <b>must inform</b> your members in good time when the General Assembly will take place.
	5.2.6	Minutes of the General Assembly <b>must be taken</b> and signed by the president of the Board and at least one other member and <b>must contain</b> a list of participants of the General Assembly.
	5.2.7	You <b>must present</b> the annual report, budgets and accounts to the General Assembly for approval.  <b>Guidance:</b> This requirement is common in most legal regulations for organizations of this kind.
	5.2.8	You <b>must have</b> administration in place with at least one person or committee who is responsible for managing the administration and book keeping.
	5.2.9	You <b>must keep</b> records and books that are accessible to all members.
	5.2.10	You <b>must have</b> a bank account with usually more than one signatory.
Year 3	5.2.11	You <b>must provide</b> training to your members on internal controls mechanisms of members over the organization.  <b>Guidance:</b> This will increase members' understanding and awareness of operations and hence enable them to participate more actively in your administration.
<b>5.3 Non discrimination</b>		
		<p><b>Intent and scope</b></p> <p>Fairtrade International follows the Universal Declaration of Human Rights on ending discrimination. The Declaration rejects “distinction of any kind such as, race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status” (art. 2). Discrimination is making an unfair distinction in the treatment of one person over another on grounds that are not related to ability or merit. This section intends that these principles are followed.</p> <p>This is a voluntary social standard aiming to support the development of its beneficiaries. The “positive discrimination” of small producer members is therefore intended (see small producer definition and requirements of Standard section 1.2.). The same applies also for members from disadvantaged or minority groups as specified in 4.3.3.</p>



Year 0	5.3.1	<p>You <b>must not discriminate</b> against members or restrict new membership on the basis of race, colour, sex, sexual orientation, disability, marital status, age, religion, political opinion, language, property, nationality, ethnicity or social origin. You <b>must not discriminate</b> regarding participation, voting rights, the right to be elected, access to markets, or access to training, technical support or any other benefit of membership.</p> <p><b>Guidance:</b> Where particular forms of discrimination exist within an economic sector or geographical region, you are encouraged to show progress towards removing them, addressing them in your Fairtrade Development Plan.</p>
	5.3.2	<p>Your written rules that determine who can become a member <b>must not be</b> discriminatory.</p>
Year 3	5.3.3	<p>You <b>must identify</b> disadvantaged/ minority groups within your organization according to, for example, gender, age, income or land area.</p>
Year 6	5.3.4	<p>You <b>must have</b> programmes in place related to the disadvantaged/ minority groups that you have identified to improve their social and economic position in your organization.</p> <p><b>Guidance:</b> You are expected to show how you directly support your members from disadvantaged or minority groups in participating actively in your organization, e.g. by assuming organizational responsibilities. You are encouraged to give special attention to the participation of female members.</p> <p>You are encouraged to include these programmes within the framework of your Fairtrade Development Plan</p>