
FIELD CHECKLIST

For UEBT/UTZ Herbal Tea

Version 1.3, November 2016

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1 Introduction

The UEBT/UTZ Herbal Tea Field Checklist is an element of the UEBT/UTZ Herbal Tea Certification Protocol. It lists the field verifiers that apply to the Supply Chains that are covered under the UEBT/UTZ Herbal Tea Certification Program of the UEBT Member. The field verifiers are based on the requirements of the UEBT Ethical BioTrade Standard, complemented by an UTZ Supplement.

The UEBT/UTZ Herbal Tea Field Checklist should be used by the UEBT Member to conduct on-site monitoring visits of the Organizations at Source producing the certified ingredient(s) and Field Operators that are managed by said organization.¹ It should also be used by external auditors when conducting on-site spot checks, as part of the Full System Audit for UEBT/UTZ Herbal Tea Certification.²

2 Acronyms

The following acronyms are used in this document:

FO	Field Operator
IMS	Internal Monitoring System
LMS	Local Monitoring System
OaS	Organization at Source
UEBT	Union for Ethical BioTrade
UEBT STD	UEBT Ethical BioTrade Standard

3 Scope

The UEBT/UTZ Herbal Tea Field Checklist applies to the supply chain actors that are involved in the first stages of production of the herbs included in the certification program, and to the respective sourcing areas.

The UEBT/UTZ Field Checklist differentiates between the following levels of application:

Organizations at Source (OaS) are the units that manage the cultivation and/or collection activities of the Ingredients to be certified. They are directly responsible for ensuring compliance with the UEBT Ethical BioTrade Standard requirements applicable to them (management system requirements), and, directly or indirectly, for those applicable to the Field Operators (field level requirements) that they manage.

Field Operators (FO) are individuals (producers/collectors) or groups of individuals directly involved in the cultivation and/or collection of the Ingredients. They are considered the 'smallest unit' for the purpose of the monitoring activities

Note: In the case of small-scale producer structures, an Organization at Source (OaS) is typically a cooperative, an association, or other form of producer organization, and the Field Operators (FO) are the individual producers. In the case of farms/plantations, the farm management is typically in charge of fulfilling the OaS field verifiers, and the FO field verifiers apply to the respective field workers.

¹ See Chapter 2.1 of the UEBT/UTZ Herbal Tea Certification Protocol

² See Chapter 3.1 of the UEBT/UTZ Herbal Tea Certification Protocol

Local Monitoring Systems (LMS) are monitoring systems established at source for the purpose of complementing the work of the IMS of the UEBT Member. Such system may be integrated into existing Organizations at Source in which the Field Operators participate, or be established external to the existing structures.³

4 Relevance of the Field Verifiers and Compliance Rules

The UEBT/UTZ Herbal Tea Field Checklist differentiates between two levels of relevance of Field Verifiers: critical and regular field verifiers. Critical field verifiers are those considered essential (minimum) requirements for the UEBT/UTZ Herbal Tea Certification.

In order to be approved for certification, the following minimum scoring result must apply:

- All UEBT critical field verifiers, AND
- At least 80% of the total of applicable field verifiers of the UEBT/UTZ Field Checklist must be fulfilled.

A full explanation of the scoring system can be found in the UEBT/UTZ Herbal Tea Certification Protocol, Addendum VIII: Description of the UEBT/UTZ Scoring System for Herbal Teas.

³ See Chapter 2.2.4 “Establishing Local Monitoring Systems” of the UEBT/UTZ Herbal Tea Certification Protocol

5 Field Verifiers

5.1 UEBT Field Verifiers

UEBT Field Verifiers					
Nr.	Level of Application	UEBT/UTZ Field Compliance Requirements	Guidance Notes	Relevance	UEBT STD Ref
1		Awareness and Commitment towards Ethical Sourcing of Biodiversity			
1.1	OaS	The Organization formally commits to actively promoting biodiversity restoration in the sourcing areas. Field Operators have been informed about this commitment.		Critical	1.2.7
1.2	OaS	There is written sufficient and substantiated information available on the main threats to the conservation of biodiversity in the sourcing areas.		Critical	1.1.2
1.3	OaS	There is written information available on the impacts of the Organization's sourcing activities (including own facilities) on: - the biodiversity in the sourcing areas. - air quality - water quality - soil quality		Regular	1.2.2 2.4.6 2.4.7 2.4.8
1.4	OaS	The Organization has written information available on the impacts of the Field Operators' sourcing activities on: - the biodiversity in the sourcing areas. - water quality - soil quality The information provided in the self-assessment (and/or other) is substantiated and correct.		Regular	1.2.2 2.4.7 2.4.8
1.5	OaS	The Organization knows of initiatives that are active in the sourcing area.		Regular	1.1.3
1.6	OaS	The Organization has information on relevant strategies, plans or programs for conservation and sustainable use of biodiversity applicable to its sourcing areas.		Regular	1.3.1

1.7	OaS	The Organization has identified (through own or external sources) the existence of endangered species in the sourcing areas.		Critical	1.2.6
2		Protection and sustainable Development of Local Communities			
2.1	OaS	The Organization actively identifies opportunities to contribute to initiatives for sustainable development.		Regular	3.3.4
2.2	OaS	The Organization trains Field Operators on relevant issues for pursuing their sustainable development goals.		Regular	3.3.5
2.3	OaS	The Organization has information on traditional practices that contribute to the sustainable management of sourced species.		Regular	3.4.1
2.4	OaS	There is no evidence that the rights of indigenous and local communities are violated in any way.		Regular	6.2.1
2.5	OaS	The Organization knows and understands the main local sustainable development goals in the sourcing area.		Regular	3.3.1
2.6	FO	Field Operators have the right (either statutory or customary, depending on local circumstances) to use the land and the natural resources.		Critical	7.1.1
2.7	OaS	If there are land right disputes, the Organization adopts a conflict resolution mechanism to deal with these.		Regular	7.1.2
2.8	OaS	If traditional practices are applied/used and these add value to the ingredient, producers receive commensurate remuneration.		Regular	3.4.3
3		Trade of Natural Ingredients			
3.1	OaS	The Organization knows about and has access to the relevant local regulations related to the use and trade of natural ingredients, including those related to trade of endangered species and Access and Benefit Sharing (ABS), whichever are applicable to its activities.		Regular	5.2.1

	OaS	There is no evidence that the Organization contravenes any local regulations and strategies related to the use and trade of natural ingredients.		Critical	5.2.2
4		Socio-Economic Development			
4.1	OaS	The Organization is formally constituted according to local regulations.		Critical	5
4.2	OaS	The Organization complies with the legal requirements that are applicable to its specific structure / operations.	<i>Example: Applicable cooperative law, company law, or other</i>	Regular	5
4.3	OaS	There is a person(s) responsible for the finances of the Organization. The person(s) has/have the necessary skills and capacity to fulfill this task.		Critical	4.1.1
4.4	OaS	The Organization has as minimum a functional bookkeeping system in place.		Regular	4.1.1
4.5	OaS	The Organization keeps records of its financial transactions.		Regular	4.1.1
4.6	OaS	The Organization prepares periodic financial reports.		Regular	4.1.2
4.7	OaS	The financial report is externally verified if required by law.		Regular	4.1.2
4.8	OaS	Payment records show that the Organization pays all legally required and applicable fees, taxes and other charges.		Regular	5.3.2
4.9	OaS	The Organization has a strategic plan or is able to articulate strategic goals in long term and undertakes periodic business planning.	<i>Strategic planning is expected, but the level of formality and documentation depends on the size of the Organization.</i>	Regular	4.1.3
4.1	OaS	The Organization has information on the quality requirements of its clients for the sourced natural ingredients.	<i>Having information on quality requirements is important, but the level of formality and documentation required may vary case by case.</i>	Critical	4.3.1
4.11	OaS	The Organization has the necessary measures in place to monitor the quality of the sourced natural ingredients with the aim of meeting the quality requirements set by its clients.		Regular	4.3.2

4.12	OaS	The Organization undertakes measures to improve the quality and the yield of the sourced ingredients.		Regular	4.3.3
5		Active Engagement in Conservation and Sustainable Use of Biodiversity			
5.1	OaS	The Organization actively engages in activities to avoid that pristine ecosystems at sourcing areas are converted, e.g. through training of Field Operators, awareness raising, circulating information on relevant laws, establishing internal rules, or other.		Critical	1.2.1
5.2	FO	Field Operators do not convert pristine ecosystems within their production/wild collection activities.		Critical	1.2.1
5.3	OaS	The Organization undertakes activities to address the threats to the conservation of biodiversity; or the Organization participates in or supports other initiatives that address the threats.	<i>For example, activities may include training or awareness raising for Field Operators, sharing information on relevant initiatives, as well as specific practices/actions to actively address the threats, such as collaboration in reforestation programs or implementing measures for protection of endangered species, etc.</i>	Regular	1.1.4
5.4	OaS	The Organization implements biodiversity restoration measures in sourcing areas when necessary.	<ul style="list-style-type: none"> - Own or participation in programs for reforestation, regeneration of degraded areas or other programs for restoration of biodiversity. - Awareness raising events / training in biodiversity restoration practices. - Promotion of organic or other production practices that support restoration of biodiversity 	Regular	1.2.7
5.5	FO	Field Operators implement biodiversity restoration measures established by the Organization when applicable.	<ul style="list-style-type: none"> - Own or participation in programs for reforestation, regeneration of degraded areas or other programs for restoration of biodiversity. - Awareness raising events / training in biodiversity restoration practices. - Promotion of organic or other production practices that support restoration of biodiversity 	Regular	1.2.7

5.6	OaS	If there is illegal or unauthorized use of land in the sourcing areas, the Organization reports on it and engages with local Organizations, local authorities, regulatory agencies or other relevant parties in order to minimize or prevent the incidents of illegal land use.		Regular	7.2.2
6		Minimizing negative Impacts on Biodiversity			
6.1	OaS	The good agricultural/wild collection practices established by the Organization ensure that negative impacts on the biodiversity are avoided/mitigated.		Critical	1.2.3
6.2	FO	Field Operators implement the good collection and/or cultivation practices that are relevant to their circumstances and ingredients to avoid or mitigate negative impacts on the biodiversity.		Critical	1.2.3
6.3	OaS	The good agricultural/wild collection practices established by the Organization include measures that contribute to the conservation of habitats of endangered species in general (animal, vegetal).		Regular	1.2.6
6.4	FO	Field Operators implement measures to promote the conservation and/or restoration of the habitats of the endangered species in the sourcing areas when necessary.		Regular	1.2.6
6.5	OaS	(Applies only to cultivation): The Organization has documented information about the state of productivity of the land under cultivation and the necessary fallow periods for regeneration of the soil. [For a score 3: Soil analyses are done on a regular basis]	<i>The information may be obtained through own or third party studies/assessment of the area and species. Ideally, periodic soil analyses should be conducted.</i>	Regular	2.1.4
6.6	OaS	(Applies only to cultivation): The Organization has defined practices for ensuring sustainable regeneration of the soil, e.g. on crop rotation and/or fallow periods of the land used for cultivation of the sourced species.		Critical	2.1.5

6.7	OaS	(Applies only to wild collection): The Organization has documented information (e.g. a resource assessment, monitoring evidence, or other reliable source) about the regeneration rate and level of population of the sourced species.	<i>The information may be obtained through own or third party studies/assessment of the area and species.</i>	Regular	2.1.4
6.8	OaS	(Applies only to wild collection): The Organization has defined practices for ensuring sustainable harvest and regeneration rates of the collected species in the long-term.		Critical	2.1.5
6.9	FO	(Applies only to cultivation): Field Operators implement the practices for ensuring sustainable regeneration of the soil of the land under cultivation.		Critical	2.1.5
6.1	FO	(Applies only to wild collection): Field Operators implement practices for ensuring sustainable harvest and regeneration rates and respecting the levels of populations of the collected species.		Critical	2.1.5
6.11	OaS	The Organization monitors the practices (of 2.1.5.a and 2.1.5.b) and periodically reviews and adjusts them (if necessary) in order to ensure sustainable cultivation and wild collection particles in the long-term.		Regular	2.1.6
6.12	OaS	If there are relevant strategies, plans and programs applicable in the areas for conservation and sustainable use of biodiversity, the Organization's activities do not contravene to these.		Critical	1.3.2
6.13	OaS	Collection or cultivation areas are clearly identified through maps, sketches, Geographic Information Systems or other, and the updated information is available at the level of the Organization		Critical	2.1.1
6.14	OaS	Maps show sensitive and protected areas, such as water bodies, natural reserves and other.		Critical	2.1.1
6.15	OaS	The Organization has updated information on the species that are introduced by Field Operators to source the crop subject to UEBT certification.		Regular	1.2.4

6.16	FO	Field Operators do not introduce invasive alien species to collect or cultivate the crop subject to UEBT certification.		Critical	1.2.4
6.17	FO	(Applies only to cultivation): The crop subject to UEBT certification is not a GMO (Genetically Modified Organism).		Critical	1.2.5
6.18	OaS	There is authorization by the relevant agencies for collection or cultivation in case this is a legal requirement. In cases where there are problems regarding such authorization(s) which cannot be resolved in the short term, these are formally in the process of being resolved.		Regular	2.1.2
6.19	FO	(Applies only to cultivation): Field Operators do not plant on land that is not classified as agricultural land and/or approved for agricultural use by relevant agency when applicable.		Regular	2.1.2
6.2	OaS	The Organization has an up-to-date list of its suppliers that are part of the UEBT certification program, including, at the least, the following information (when applicable): Field Operator name, number of family members, name/description of the sourcing area, area size, ingredient(s) sourced, variety (if applicable), and the estimation of volumes.		Critical	2.1.3
6.21	OaS	The Organization has written sourcing/purchasing schedules in place which recognize and respect the good practices for ensuring sustainable harvest and regeneration rates.	<i>WHO Recommended classification of pesticides by hazard & guidelines for classification, 2009: http://www.who.int/ipcs/publications/pesticides_hazard/en/</i>	Regular	2.3.1
6.22	FO	Field Operators plan their activities according to the sourcing/purchasing schedules established by the Organization.		Regular	2.3.1
6.23	OaS	(Applies only to cultivation): The good practices established by the Organization ensure that agrochemicals are not introduced in pristine ecosystems.		Regular	2.4.1

6.24	FO	(Applies only to cultivation): Field Operators do not introduce agrochemicals in pristine ecosystems.		Critical	2.4.1
6.25	OaS	(Applies only to cultivation): The Organization has and keeps up-to-date the list of all agrochemicals used by the Field Operators on the ingredients subject to certification and ensures that banned agrochemicals are not being used.	<i>Refer to the UTZ List of Banned Crop Protection Products</i>	Critical	2.4.2
6.26	FO	(Applies only to cultivation): Field Operators do not use the agrochemicals stated in the list of banned agrochemicals on the species subject to UEBT certification.	<i>Refer to the UTZ List of Banned Crop Protection Products</i>	Critical	2.4.2
6.27	OaS	(Applies only to cultivation): There are defined practices to ensure that the maximum utilization rates recommended by WHO for those agrochemicals that are relevant for the species subject to UEBT certification are known and respected. Field Operators know about these practices.		Regular	2.4.3
6.28	FO	Field Operators do not exceed the maximum utilization rates of agrochemicals recommended by WHO.		Regular	2.4.3
6.29	FO	(Applies only to cultivation): Field Operators respect the pre-harvest intervals applicable to the specific agrochemical being applied and to the specific ingredient, when applicable.		Regular	2.4.3
6.3	OaS	(Applies only to cultivation): The Organization endeavours to reduce the use of agrochemicals and give priority to alternatives approved under organic agricultural practices.		Regular	2.4.4
6.31	OaS	Practices to avoid and minimize the waste of raw materials in different phases of production are established and implemented by the Organization including own processing facilities.		Regular	2.4.9

6.32	OaS	Practices to manage the waste derived from productive practices, including reuse and recycling activities are established and implemented by the Organization in own processing facilities.		Regular	2.4.10
6.33	OaS	Practices to manage final waste disposal in order to ensure the reduction of contamination risks, in particular on water bodies, are established and implemented by the Organization including own processing facilities. If necessary, the contamination risks have been identified by means of an Environmental Impact Assessment.		Regular	2.4.11
6.34	FO	Field Operators implement the practices for final waste disposal, according to the local reality.		Regular	2.4.11
7		Training			
7.1	OaS	The Organization has an updated training scheme and/or collaborates with external Organization (s) (NGO, company, local/national initiatives, or other) for training of Field Operators and or employees in subjects relevant to their sourcing activities, concerning good collection, cultivation and quality assurance practices.	<p><i>Possible relevant training subjects:</i></p> <p><u>Good Collection Practices</u></p> <ul style="list-style-type: none"> - Monitoring of forest dynamics: Regeneration rates, harvesting periods, wild collection methods and planning - Identification and protection of rare, threatened and endangered species - Sustainable harvesting techniques and the equipment used <p><u>Cultivation Practices</u></p> <ul style="list-style-type: none"> - Soil management: Soil fertilizer, organic fertilizer, mulching, green manure, crop rotation, terracing, wind breaks - Integrated Pest Management (IPM) - Crop protection products (CPP): Application methods, handling of empty and obsolete containers, product storage and labelling, handling and calibration of sprayers and other equipment, Personal Protective Equipment (PPE) 	Regular	2.2.1

			<p>- Use of adapted species / varieties suitable to the area/region</p> <p><u>Quality Assurance Practices</u></p> <p>- HACCP concept</p> <p>- Hygiene and Health&Safety, food safety</p> <p>- Application of crop protection and other inputs</p> <p>- Traceability</p>		
7.2	OaS	Employees of the Organization receive periodic training in the relevant subjects mentioned in 7.1 that are relevant to their areas of work, concerning good collection, cultivation, processing and quality assurance practices.		Critical	2.2.2
7.3	OaS	Employees implement the relevant subjects mentioned in 7.1 on which they were trained.		Regular	2.2.3
7.4	FO	Field Operators receive periodic training in the relevant subjects in good collection/cultivation practices.	<i>Training can be technical visits, workshops, etc.</i>	Critical	2.2.2
8		Sharing of Benefits			
8.1	OaS	The Organization holds regular meetings with Field Operators with the aim of sharing and discussing information relevant for sourcing activities and decisions.	<i>This verifier refers to meetings aimed at negotiating the price of the ingredient to be certified, the conditions of harvesting or supply (timing, quality, location, etc) and the activities undertaken to support Ethical BioTrade requirements such as contribution to local development. Information considered relevant for sourcing activities and decisions will vary on a case by case basis. Generally, information should allow Field Operators to understand the factors impacting the Organization's positions and demands related to sourcing activities and Ethical BioTrade activities.</i>	Regular	3.1.2

8.2	FO	Field Operators can identify the context, factors, and possible implications of discussions and decisions on sourcing activities.	<i>This verifier assesses whether individual Field Operators are able, on the basis of regular meetings and information exchange with the Organization, to identify and understand the factors that impact price, conditions of harvesting and supply and other characteristics of sourcing activities. Field Operators should also be able to consider the consequences of any decisions they are asked to make (for example, agreeing to a shorter contract or higher quality requirements or accepting certain local development projects).</i>	Regular	3.1.2
8.3	OaS	The Organization takes measures to promote the broad involvement and active participation of Field Operators in discussions and negotiations on sourcing activities.	<i>Such measures can include, for example, organizing regular meetings or working groups with the aim of sharing information, building knowledge and discussing issues related to negotiations on sourcing activities.</i>	Critical	3.1.3
8.4	FO	Field Operators consider their views and practices are taken into account in the definition of procedures for discussion and decision-making on sourcing activities.		Regular	3.1.1
8.5	OaS	The Organization documents, as appropriate in the local circumstances, decision-making processes and outcomes related to sourcing activities.		Regular	3.1.4
8.6	OaS	The Organization systematically provides adequate information and involves Field Operators in discussions and negotiations related to prices.	<i>Adequate' meaning genuine and sufficient information (for example on production costs, risks, processes, market prices or other) to allow for transparent, balanced and participative discussions and negotiations with Field Operators.</i>	Critical	3.2.1
8.7	OaS	Price calculations and negotiations are documented.		Regular	3.2.1
8.8	OaS	Prices paid to Field Operators for the ingredients subject to certification are	<i>Examples of such costs: Costs for implementing good agricultural</i>	Regular	3.2.2

		based on calculation of all costs directly linked to the respective production activities, including costs of implementing good practices required by Ethical BioTrade Standard. A profit margin for Field Operators/members must also be taken into account.	<i>practices (e.g. organic production practices), measures for protecting/restoring biodiversity; costs of training and awareness raising events; costs of technical support and internal audits.</i>		
8.9	FO	Field Operators confirm that the prices paid to them for the ingredients subject to certification cover their costs of production.		Regular	3.2.2
8.1	OaS	The Organization periodically reviews costs and prices of the ingredients subject to certification.		Regular	3.2.3
8.11	OaS	(Applies only if the Organization buys the ingredients from Field Operators/collectors)The Organization does not reduce the price paid to Field Operators to account for expenses not directly related to the production process of the ingredient under consideration, such as investments in local projects.		Critical	3.2.4
8.12	OaS & FO	The Organization provides support to Field Operators through advance payments, by providing inputs, tools or other material for the production activities, or other, if requested and justified. Field Operators confirm that they receive the necessary support.		Regular	3.2.5
8.13	OaS	The Organization has strategies to maintain and support Field Operators/members in a consistent and continuous manner, in order to ensure long-term relationships/membership.	<i>Such strategies can include, for example, pursuing long term contracts, providing services to Field Operators that add value to the membership/partnership, securing attractive markets for Field Operators' ingredients, or other.</i>	Regular	3.3.3
8.14	OaS	The Organization promotes the introduction of new and/or innovative processing activities (at individual Field Operator or Organization level) that add value to the ingredients being sourced.		Regular	3.3.6

8.15	OaS	Meetings, discussions and strategies are documented and made available to Field Operators.		Regular	3.3.7
8.16	OaS	The Organization has strategies to preserve traditional practices for the sustainable management of sourced species.	<i>Such strategies can be, for example, ways to promote mutual learning between Field Operators or passing on information on specific traditional practices (e.g. through training, peer reviews), or marketing strategies to raise awareness and add value to the traditional practices.</i>	Regular	3.4.2
9		Traceability			
9.1	OaS	The Organization has a system in place to keep written track of the ingredients which it sources per Field Operator, including volumes, varieties, qualities, area of cultivation/collection (if relevant), date of delivery and other relevant information. If the Organization sources ingredients from Field Operators that are not part of the certification program, this is specified in the documents.		Regular	4.4.1
9.2	OaS	There is a product identification system (e.g. lot numbers) in place for the activities of harvesting, post-harvesting (on-farm primary processing), storage, and transportation at Field Operator and Organization level.		Regular	4.4.1
9.3	OaS	If the Organization receives ingredients from Field Operators that are not part of the certification, these ingredients are clearly identified and kept separate from those that are subject to certification during all stages of the sourcing activities, both physically and on documents.		Regular	4.4.1
9.4	OaS	If the Organization processes / transforms the ingredients in any way that affects the volumes, information is available on the volumes before and after completion of the process.		Regular	4.4.1
9.5	OaS	If the Organization contracts services (for processing, transportation, storage or		Regular	4.4.1

		other), the Organization ensures that the ingredients subject to UEBT certification remain traceable in all phases.			
9.6	OaS	Copies of relevant documents (invoices, intake documents, delivery notes, etc.) of the purchases/sales of the ingredients subject to certification are kept. Purchase records indicate the name of the Field Operator, date of delivery, name of the ingredient and volumes received. Sales documents clearly indicate whether the ingredient is certified, and include name of the ingredient and volumes.		Regular	4.4.1
9.7	OaS	The Organization ensures that volumes of ingredients sold as certified are not higher than the volumes supplied by the Field Operators that are part of the certification program.		Regular	4.4.1
9.8	OaS	The Organization regularly monitors critical control points (such as warehouses, processing facilities, or other) in order to ensure traceability of the ingredients subject to certification.		Regular	4.4.2
9.9	FO	Field Operators follow the rules and procedures of the traceability and product identification system established by the Organization.		Regular	4.4.1
10		Respect for Human Rights			
10.1	OaS & FO	There is no evidence of violation of human rights in Organization 's facilities and other spaces, in particular: <ul style="list-style-type: none"> - Freedom from discrimination (race, color, sex, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, language, property, nationality, ethnicity or social origin' regarding participation, voting rights, the right to be elected, access to markets, or access to training, technical support or any other benefits), - Freedom from slavery, trafficked and bonded labor - Freedom from torture and inhuman or 	<p style="text-align: center;"><i>Universal Declaration of Human Rights:</i> http://www.un.org/en/documents/udhr/</p>	Critical	6.1.1

		degrading treatment - Freedom of speech, - Freedom of thought.			
10.2	OaS	The Organization makes reference to human rights in its policies, internal regulations, procedures or other documents, and, if necessary, takes tangible measures in order to ensure respect of human rights (applicable only for companies and big plantations).		Critical	6.1.1
10.3	OaS & FO	The minimum age for work is not below the age for finishing compulsory schooling, which is generally 15 (Basic Minimum Age). Children between the ages of 13 and 15 years old may do light work, as long as it does not threaten their health and safety, or hinder their education or vocational orientation and training (light work).	<i>In some cases national law might deviate from the minimum ages defined above. In these cases, national law applies.</i> <i>ILO Conventions and Recommendation on Child Labour: www.ilo.org/ipecc/facts/ILOconventionsonchildlabour/lang--en/index.htm</i>	Critical	6.1.2
10.4	OaS & FO	Any work which is likely to jeopardize children's physical, mental or moral health, safety or morals is not done by anyone under the age of 18 (hazardous work).		Critical	6.1.2
10.5	FO	If Field Operators' children (family members) participate in the farming/collection activities, this is done only: - If it does not jeopardize their physical and/or moral well-being; - If it does not hinder their education and personal development; - Where local law does not prohibit it.		Critical	6.1.2
10.6	OaS	There is no evidence that the Organization is in any way involved in criminal activities such as money-laundering, corruption, trafficking in persons, illicit trafficking in endangered species of wild flora and fauna, offences against cultural heritage, terrorist crimes or any other form of organized crime.	<i>UN Convention against TransNational Organized Crime, Protocols against Trafficking and Smuggling: www.unodc.org/documents/treaties/UNTOC/Publications/TOC%20Convention/TOCebook-e.pdf</i>	Critical	6.1.4
10.7	OaS	There is no evidence that the Organization acts immorally regarding the formation of contracts (e.g. obligations of the seller and		Critical	6.1.4

		buyer, passing of risk, liability) as well as breaches of contracts.			
10.8	FO	There is sufficient evidence to confirm that the sourcing activities of the ingredients subject to certification do not threaten local food security.		Regular	6.4.1
10.9	OaS	The Organization seeks to understand if the sourcing activities at Field Operators' level have negative impact on food security. If negative impacts are identified, there is evidence that efforts are being made to eliminate these by the Organization.		Regular	6.4.2
11		Working Conditions and Workers' Rights			
11.1	OaS	There is no evidence that workers are denied the right to: - Join a union or form/participate in a workers committee of their own choosing without previous authorization. - Draw up their constitutions and rules, to elect their representatives in full freedom, to organize their administration and activities and to formulate their programs.		Critical	6.1.3
11.2	OaS	There is no evidence that the Organization dismiss, refuse to employ, or otherwise discriminate a worker by reason of union membership or because of participation in union activities outside working hours or, with the consent of the employer, within working hours.		Critical	6.1.3
11.3	OaS	The Organization has established in writing that employees have the right to join a union or form/participate in a workers committee.		Regular	6.1.3
11.4	OaS	Workers know about their rights regarding Freedom of Association, Right to Organize and Collective Bargaining.		Critical	6.1.3
11.5	OaS & FO	Wages to workers are paid in line with official minimum wage regulations, collective bargaining agreements or other official wage regulations (where applicable). For small-scale producers:		Critical	6.3.1

		In no cases are wages of workers lower than the local average wages paid for same or similar work.			
11.6	OaS & FO	Wages are paid in legal tender and regularly.	<i>Payment in the form of promissory notes, vouchers or coupons, or in any other form alleged to represent legal tender are not allowed. The partial payment of wages in the form of allowances in kind may be allowed in cases in which payment in the form of such allowances is customary or desirable because of the nature of the occupation concerned. In these cases, such allowances are appropriate for the personal use and benefit of the worker and his family; and the value attributed to such allowances is fair and reasonable.</i>	Critical	6.3.1
11.7	OaS & FO	The Organization and Field Operators do not limit in any manner the freedom of the employee to dispose of his/her wages.		Regular	6.3.1
11.8	OaS & FO	Deductions from wages are made only under conditions and to the extent prescribed by national laws or regulations or fixed by collective agreement. In these cases, employees are informed of the conditions under which and the extent to which such deductions may be made.		Regular	6.3.1
11.9	OaS	The organization seeks to pay living wages to its employees.		Regular	6.3.1
11.10	OaS	The Organization keeps records of all permanent and temporary employees. These include information on gender, age, wage, employment contract and payment terms.	<i>Applies to Organizations with temporary and permanent employees. Applies to plantations with a significant number (>20) of temporary and permanent employees.</i>	Critical	6.3.1
11.11	OaS	Employees are informed, in an appropriate and easily understandable manner: (a) before they enter employment and when any changes take place, of the conditions in respect of wages under which they are employed and		Regular	6.3.1

		(b) at the time of each payment of wages, of the particulars of their wages for the pay period concerned, in so far as such particulars may be subject to change.			
11.12	OaS & FO	The principle of equal remuneration for men and women workers for work of equal value applies.		Critical	6.3.1
11.13	OaS	Social security is provided to employees in line with national legislation.	<i>Applies to Organizations with temporary and permanent employees.</i> <i>Applies to individual plantations with a significant number (>20) of temporary and permanent employees.</i>	Critical	6.3.3
11.14	OaS	Where possible and relevant, the Organization issues long-term contracts to its employees.		Regular	6.3.4
11.15	OaS & FO	Employees receive written contracts. For small-scale producers: Applies only if the Field Operator employs permanent labor.		Regular	6.3.4
11.16	OaS	The Organization offers training programs and career development opportunities to its employees.	<i>Applies to Organizations with a significant number (>20) of permanent employees.</i>	Regular	6.3.5
11.17	OaS	When workers' duties require overnight stays outside their home, lodging is provided.		Regular	6.3.6
12		Health & Safety			
12.1	OaS & FO	The workplaces, machinery, equipment and processes are safe and without risk to health. Machinery is regularly serviced.		Critical	6.3.2
12.2	OaS	Employees are trained in Occupational Health and Safety and First Aid. Training is documented.	<i>Applies to Organizations with a significant number (>20) of temporary and permanent employees, or less if required by national legislation.</i>	Critical	6.3.2
12.3	OaS & FO	(Applies only to cultivation): Field Operators and workers handling agrochemicals receive instructions by the Organization on the correct use, handling, storage and		Critical	6.3.2

		disposal of agrochemicals, and are required to follow the instructions.			
12.4	OaS & FO	(Applies only to cultivation): Field Operators and workers use the necessary protective equipment when handling chemical products and have the necessary information regarding safety instructions to do so.		Regular	6.3.2
12.5	OaS & FO	(Applies only to cultivation): Chemicals are stored in a safe manner; the storage place is accessible only to responsible and trained people.		Regular	6.3.2
12.6	OaS & FO	(Applies only to cultivation): Empty agrochemical containers are not re-used for food, water, or other purpose that could represent a health hazard. The containers are disposed of and are disposed of in line with local regulations, if applicable. In any case disposal is done in a manner to ensure latter.		Regular	6.3.2
12.7	OaS	Procedures for dealing with emergencies and accidents, including adequate first-aid arrangements are in place and workers are properly informed about these procedures.	<i>Applies to Organizations with a significant number (>20) of temporary and permanent employees, or less if required by national legislation.</i>	Regular	6.3.2
12.8	OaS & FO	(Applies only to cultivation): The equipment used by Field Operators and workers as well as their cultivation/collection processes are safe and without risk to health. Equipments are regularly replaced/service if necessary.		Regular	6.3.2
12.9	OaS & FO	Field Operators and workers use adequate protective clothing in order to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects on health.		Critical	6.3.2
13		Local Monitoring Systems <i>Only applicable if an LMS was established as part of the IMS of the UEBT Member (See chapter 2.2.4 of the UEBT/UTZ Herbal Tea Certification Protocol)</i>			
13.1	LMS	There is a systematized approach for performing on-site Monitoring visits of suppliers covered under the certification.		Critical	Cert. Prot. 2.2.4

13.2	LMS	The process and the outcomes of the Monitoring visits as well as any measures resulting from monitoring activities are documented and kept in record.		Critical	Cert. Prot. 2.2.4
13.3	LMS	The monitoring activities cover all relevant standard requirements that are applicable to the respective level and circumstance.		Critical	Cert. Prot. 2.2.4
13.4	LMS	The frequency and scope of the Monitoring visits correspond to those established by the IMS.		Critical	Cert. Prot. 2.2.4
13.5	LMS	The personnel conducting the Monitoring visits have the necessary skills, and have received the necessary training to do so.		Critical	Cert. Prot. 2.2.4

5.2 UTZ Supplement

B. UTZ Supplement					
Nr.	Level of Application	UEBT/UTZ Field Compliance Requirements	Guidance Notes	Relevance	UTZ Suppl. Ref.
14		Training and awareness raising			
14.1	OaS & FO	Measures are taken to ensure equal opportunities for women to participate in training and awareness raising sessions.	<p>Women are involved in identifying and prioritizing measures. Measures include e.g.:</p> <ul style="list-style-type: none"> - Clear communication to women about the sessions - Conducting sessions at times when women can attend - Tailor made programs to the needs of women 	Critical	HB1
15		Yield optimization			
15.1	OaS	<p>Service providers are consulted for technical advice and support on Good Agricultural Practices.</p> <p>These services are made available to Field Operators.</p>	<p>Requests to receive consultation can be demonstrated, even in the case that services or support could not be provided.</p> <p>Whenever possible and meaningful, a formal relationship with a local extension agency is established.</p> <p>The Organization can also rely on internal knowledge if it meets the FO's needs.</p>	Critical	HB5
15.2	OaS	The Organization identifies barriers to optimize yield and farm efficiency and measures to overcome these barriers. The Organization prioritizes these measures taking into account costs and benefits.	<p>The barriers, measures, and prioritization are documented.</p> <p>To identify and prioritize feasible measures, the following are taken into account:</p> <ul style="list-style-type: none"> - costs, - potential yield increase, and - availability of inputs required (e.g. labor, equipment, knowledge, pesticides, etc.). 	Regular	HB6
15.3	OaS	The Organization implements identified priority measures to	Implementation is documented.	Regular	HB7

		optimize yield and farm efficiency and/or supports and coordinates the implementation at Field Operator level.			
16		Product Safety			
16.1	OaS & FO	<p>The Organization is informed about good agricultural and/or collection practices for herbs and works accordingly.</p> <p>The Field Operator implements measures to prevent contamination of the product.</p>	<p>To prioritize preventive measures, the following elements are taken into account:</p> <ul style="list-style-type: none"> - prevent foreign materials getting into products during the drying and production process (ban on jewelry and watches in production areas, no glass items in production areas, glass windows or lamps have to be covered); - prevent access of animals in the production areas; - prevent contamination by other crops with allergenic potential or by toxic weeds; - prevent production on contaminated soils (e.g. heavy metals, radioelements, chemicals) 	Critical	HB8
17		Planting material and nursery			
17.1	OaS	<p>Suitable varieties are used for new planting (including propagation). Suitable varieties for new plantings and their providers are identified.</p> <p>The Organization provides suitable planting material to Field Operators or identifies a local provider(s) who can do so.</p>	<p>Suitable varieties consider:</p> <ul style="list-style-type: none"> -Expected yield -Resistance against pests, diseases and drought -Inputs required -Product quality - Adaptation to local, geographical, ecological, and agronomical conditions <p>The list of providers is available and updated.</p> <p>In cases where no local provider of suitable varieties is available, measures are taken to set up on-site nurseries.</p> <p>Seeds that are kept from the</p>	Critical	HB9

			previous harvest and used for planting should be free from pest, fungal infection and seeds from (toxic) weeds.		
17.2	OaS & FO	Measures are in place to improve plant health in on-site nurseries. Records are kept and show the origin of the substrate and pesticide treatments (including sterilization).	<p>Measures can include monitoring and controlling pests and diseases, and damage to the root system.</p> <p>Records include at least:</p> <ul style="list-style-type: none"> - date of application, - product brand name, and - quantity or volume applied (per hectare, plot, plant, etc.). <p>Planting material is free from seeds or sprouts from toxic weeds.</p> <p>For small-scale producers: It is sufficient for illiterate group members to name or show the label of the products used, and state the period or timing of application and quantity applied.</p>	Regular	HB10
18		Farm maintenance			
18.1	FO	New plantings follow a suitable crop pattern to ensure a well-established cropping system.	<p>A suitable crop pattern takes into account e.g.:</p> <ul style="list-style-type: none"> -Varietal requirements -Geographical, ecological, and agronomical conditions -Diversification and intercropping -Planting density e.g. in order to minimise weed growth -Crop rotation -Let lie fallow 	Critical	HB11

18.2	FO	Weeds are controlled to optimize nutrient and water uptake of the crop.	<p>Priority is given to non-chemical weed control strategies.</p> <p>Controlling of weeds pays special attention to the presence and adequate removal of toxic weeds. Weeds and other plant debris are removed from the production area to avoid fungal infection and pest damage.</p>	Critical	HB12
19		Soil and fertility management			
19.1	OaS & FO	<p>Soil type and structure are identified.*</p> <p>Soil fertility and crop nutrient status are monitored annually.</p> <p><i>*Not applicable to small-scale producers</i></p>	<p>A soil and leaf analysis is carried out in the first year, and a soil and/or leaf analysis (including pH measurement) is repeated every three years. Each time, the same sample of plants is monitored and used for comparison.</p> <p>For small-scale producers: Monitoring can be based on soil maps, soil and/or leaf analysis, or physical symptoms of nutrient deficiencies.</p>	Critical	HB13
19.2	FO	<p>Soil structure is maintained or improved. * Soil erosion is prevented.</p> <p><i>*Not applicable to small-scale producers</i></p>	<p>Fire is not used to clear vegetation when preparing fields.</p> <p>Soil compaction is monitored especially when heavy machinery is used.</p> <p>Producers avoid using heavy machinery in areas with wet, fragile soils or areas with a high risk of soil erosion.</p>	Critical	HB14
19.3	FO	<p>Measures are taken to improve soil fertility according to the nutritional needs of the crop, including compensation for nutrients lost from harvests.</p> <p>Fertilizers (organic and inorganic) are used efficiently to maximize uptake.</p>	<p>Measures to improve soil fertility include e.g.:</p> <ul style="list-style-type: none"> -Planting nitrogen-fixing species -Agroforestry practices -Composting -Application of inorganic fertilizer <p>Measures to correct low soil pH are implemented when possible.</p>	Critical	HB15

			<p>If soil pH is low, acidifying nitrogen based fertilizers are avoided or are used in combination with lime.</p> <p>Efficient fertilizer use considers the prescribed dosage, timing and intervals of application, and release properties.</p> <p>The application period for fertilizers starts after the final harvest and stops before planting.</p>		
19.4	OaS & FO	Human sewage, sludge, and sewage water are not used for production and/or processing activities.		Critical	HB16
19.5	FO	Animal manure used as fertilizer is stored at least 25 meters away from any water body. It is appropriately composted if needed to minimize risks.	Storage conditions prevent environmental impacts, disease transmission, and heavy metal contamination.	Critical	HB17
20		Pest and disease management			
20.1	OaS & FO	Integrated Pest Management (IPM) measures are implemented and documented.	<p>IPM measures are applied in the following order:</p> <ol style="list-style-type: none"> 1. Prevention by implementing good agricultural practices 2. Monitoring of pests and diseases (e.g. insect traps) 3. Application of tolerance levels 4. Use of non-chemical alternatives such as cultural and mechanical practices and/or use of biological control (e.g. natural enemies) 5. Use of natural pesticides (e.g. neem extract) 6. Spot application of chemical pesticides which have the lowest possible toxicity for people, flora and fauna 7. Use of other chemical pesticides as a last option 8. Rotation strategies to avoid that pests become resistant to pesticides (e.g. alternating the chemical family of a pesticide) 9. Herbicides used are selective 	Critical	HB18

20.2	OaS & FO	<p>Pesticides listed on the Banned Pesticides List cannot be used at any stage of production, or stored for use on the certified crop.</p> <p>Pesticides listed on the Pesticides Watch List can only be used if:</p> <ul style="list-style-type: none"> -all IPM measures have been applied, -less hazardous alternatives are not available, and - specific recommendations are followed to mitigate or reduce the risks related to the hazardous nature of the product. 	<p>A system is in place to monitor the use of pesticides listed on the Pesticides Watch List.</p>	Critical	HB19
20.3	OaS & FO	<p>Pesticides are used or stored for use on the certified crop only if officially registered and permitted for use on the crop in the country where the farm is located.</p>	<p>Pesticides can also be used and stored if there is an approval from a national agronomic research institute or national board for that crop.</p>	Critical	HB20
21		Pesticide and fertilizer application records			
21.1	OaS	<p>An up-to-date and complete list of fertilizers and pesticides that can be used and stored is available.</p>	<p>The list of pesticides includes:</p> <ul style="list-style-type: none"> - brand names and active ingredients, - specific protective equipment and training needed to apply the products, - preharvest intervals, and - re-entry times. <p>If the list of pesticides contains pesticides that are on the Pesticides Watch List, the list must also include:</p> <ul style="list-style-type: none"> - pictograms to warn group members of the risk that these products represent, and - additional considerations for proper use. 	Critical	HB21

21.2	OaS & FO	All applications of inorganic fertilizers and pesticides are recorded.	<p>Records include at least:</p> <ul style="list-style-type: none"> -date of application (day/month/year), -product brand name, -quantity or volume applied (per hectare, field, tree, etc.), -plot reference, -method of application and equipment used, -re-entry time according to the label instructions, <u>and</u> -operator name. <p>For small-scale producers: Records include at least:</p> <ul style="list-style-type: none"> - the product brand name, - date(s) of application, and - quantity applied. <p>The Organization facilitates record keeping for producers when needed (e.g. providing application calendars).</p> <p>It is sufficient for illiterate producers to name the products used and/or show the product label, and know the period or timing and quantity of application.</p>	Critical	HB22
22		Pesticide and fertilizer application method and equipment			
22.1	OaS & FO	Pesticides and liquid fertilizers are prepared, mixed and applied according to the label and Material Safety Data Sheet instructions, considering the prescribed dosage, period or timing, and intervals of application.	The Material Safety Data Sheet can be obtained from government agencies or providers. In addition, technical advice given by a national agronomic research institute or national board for the crop can be followed. This additional advice is documented.	Critical	HB23
22.2	OaS & FO	Surplus pesticide and liquid fertilizer application mix or tank washings are disposed of in a way that minimizes negative impacts to humans and the environment.	Surplus mix is applied over an untreated part of the crop or on fallow land, away from any water body, respecting the following distances: -within 5 meters from any permanent or seasonal water body	Critical	HB24

			that is 3 meters wide or less (or within 2m if the farm is less than 2 ha), -within 10 meters from any permanent or seasonal water body that is over 3 meters wide, or -within 15 meters from any spring.		
22.3	OaS & FO	Recommended re-entry times for all pesticides used are observed and respected.	Warning signs on the farm, or other measures are in place to ensure re-entry times are respected.	Critical	HB25
22.4	OaS & FO	Recommended pre-harvest intervals for all pesticides used are observed and respected.	A procedure is in place to ensure that recommended pre-harvest intervals are respected.	Critical	HB26
22.5	OaS & FO	All equipment used to apply fertilizers and pesticides is maintained in good condition to ensure correct functioning.	Equipment is checked for correct functioning at least annually, and calibrated if necessary, by a trained person (internal or external). Application nozzles are adjusted to spray efficiently. Equipment checks and calibration are documented.	Critical	HB27
23		Empty pesticide containers and obsolete pesticides			
23.1	OaS & FO	Empty pesticide containers are rinsed 3 times with water. Rinsing water is disposed of properly, or returned to the application equipment tank for later use in a spray mix, and containers are perforated.	Empty pesticide containers cannot be reused for any purposes, including for food, water, animal feed, or storage of fuel.	Critical	HB28
23.2	OaS & FO	Empty pesticide containers and obsolete pesticides are handled by a collection, return, and/or disposal system (organized by government or a supplier). They are stored, labeled, and handled adequately and securely until they are collected.	When no collection, return, or disposal system is available or accessible: - empty pesticide containers are disposed of in a manner that minimizes exposure to humans, the environment, and food products; - obsolete pesticides are securely stored or disposed of in a manner that minimizes exposure to humans, the environment, and food products.	Critical	HB29

24		Pesticide and fertilizer storage, handling, and diluting			
24.1	OaS & FO	<p>Pesticides and inorganic fertilizers are stored:</p> <ul style="list-style-type: none"> - in accordance with the label instructions, - in their original container or packaging, - with indication of the crop they are used for, - in a way to avoid spillage (e.g. liquids are placed on lower shelves or stored separately), - securely in a location not accessible to children (e.g. locked), <u>and</u> - away from harvested product, tools, packing material, and food products. 	<p>When handling, diluting, and storing, potential danger to people, food products, environment, and water bodies is minimized.</p> <p>Fertilizers are stored away from pesticides.</p> <p>The secure storage area is accessible only to the responsible, trained person(s).</p>	Critical	HB30
24.2	OaS & FO	<p>Facilities for handling, diluting and storing inorganic fertilizers and pesticides must be:</p> <ul style="list-style-type: none"> - dry and clean, - well ventilated and sufficiently lit, - structurally secure, <u>and</u> - equipped with non-absorbent material. <p>In addition, central storage and diluting facilities must have:</p> <ul style="list-style-type: none"> - a sound roof and impermeable floors, - shelves with non-absorbent and fire-resistant material, - a system to retain spillage, - clear, permanent warning signs close to access doors, - visible safety warnings, explanation of pictograms, symptoms of intoxication, and first aid information for each product stored, - a visible emergency procedure, <u>and</u> 	<p>Facilities are bounded and able to contain 110% of all liquid volume stored.</p> <p>Non-absorbent material can be e.g. plastic bags, glass, or metal.</p> <p>The emergency procedure includes:</p> <ul style="list-style-type: none"> - ways to deal with spillage (e.g. sand or sawdust), <u>and</u> - basic accident care instructions and emergency telephone numbers or radio contacts. 	Critical	HB31

		- an eye-washing area.			
25		Irrigation			
25.1	OaS & FO	Irrigation water is used efficiently.	Efficient water use takes into account water needs, timing, and rainfall information (forecast and records), and the performance of the irrigation system.	Regular	HB32
25.2	OaS & FO	Irrigation water use is recorded.	Records indicate at least: - type and date of irrigation, - quantity of water used, <u>and</u> - where the irrigation water was used. For small-scale producers: Minimum records are sufficient	Critical	HB33
25.3	OaS & FO	Irrigation water quality is analyzed. Actions are taken to address negative outcomes of the analysis.	Untreated sewage water is not used for irrigation. Treated sewage water can only be used on the crop if the water quality complies with the latest WHO guidelines for the safe use of wastewater and excreta in agriculture and aquaculture. (English version available at : http://www.who.int/water_sanitation_health/wastewater/gsuww/en/)	Critical	HB34
25.4	OaS & FO	Irrigation water is extracted from sustainable sources.	A sustainable water source may be e.g. harvested rainwater or recycled/treated water.	Critical	HB35
26		Harvest and post-harvest			
26.1	FO	Product is harvested at the appropriate time and using the best method for optimizing quality and crop health.		Critical	HB36
26.2	OaS & FO	Equipment used for quality control (e.g. cooling or moisture meter) is maintained in good condition to ensure correct functioning.	Equipment is calibrated at least annually, by a trained person (internal or external), and is documented.	Critical	HB37
26.3	OaS & FO	Facilities and equipment are clean and well maintained to prevent contamination.	Facilities include areas for storage, handling and processing such as warehouses and collection points.	Critical	HB38

			<p>Equipment includes at least harvesting containers, transportation bags, vehicles used to transport the harvested crop, tools, and machines.</p> <p>Measures to prevent contamination include e.g.:</p> <ul style="list-style-type: none"> - Adequate ventilation - Regular cleaning - Pest control (e.g. traps) - No contact with mineral oils <p>In case of artificial drying, any contact between the harvested product and the gas is avoided.</p>		
26.4	OaS & FO	<p>Good practices for storage, handling and processing are in place, taking into account the risk assessment.</p> <p>Field Operators* are informed about practices relevant to them.</p> <p><i>*Incl. producers & workers</i></p>	<p>Good practices include e.g.:</p> <ul style="list-style-type: none"> - Storing the product in clean designated areas (e.g. off of the ground and away from walls) - Designating areas for smoking, eating, or any other activity that represents a contamination risk to the product - Ensuring that cleaning agents, lubricants, and other substances that may come into contact with the product are food grade. - Access of animals including birds to the storage, handling and processing areas is prevented - Negative factors are eliminated that would otherwise lead to fermentation or contamination with mycotoxines (e.g. short period between harvest and drying) - Using radiation as a sterilising treatment is prohibited - The use of ethylene oxide and methyl bromide for infestation is prohibited 	Critical	HB39
26.5	OaS & FO	The product is packaged in clean bags that are sufficiently strong and properly sewn or sealed. The bags are made of non-toxic materials	The specifications of the bagging material are available.	Regular	HB40

		and do not contain mineral oils.			
26.6	OaS & FO	Based on the risk assessment, a mechanism is in place to respect Maximum Residue Levels (MRLs) of the destination country if the country is known.	The mechanism includes e.g.: - A sampling procedure to determine residue levels on the product - Actions to take in case MRLs are exceeded - Communication to the buyer if MRLs are exceeded	Critical	HB41

27		Workers' rights			
		Forced labour and child labour			
27.1	OaS & FO	<p>Actions are taken and documented to prevent, monitor, and remediate child labour.</p> <p>For small-scale producers: A risk assessment is performed on the risks of child labor among the group members. If the risk assessment shows risks of child labor: -community based child labor liaisons are appointed, and - documented actions are taken to prevent, monitor, and remediate child labor.</p>	<p>Actions are based on the risk assessment and involve communities.</p> <p>For small-scale farmers: Actions are led by the child labor liaisons. Actions connect with existing public or private initiatives on child labor.</p>	Critical	HB42
		Working hours			
27.2	OaS	<p>Regular working hours do not exceed 48 hours per week. Workers have at least one day off after 6 days of work.</p> <p>Watchmen's regular working hours do not exceed 56 hours per week on average per year.</p> <p>For small-scale producers: only applicable to the Organization's staff</p>	<p>Workers are effectively informed on the amount of hours of work required per day (peak and non-peak harvest).</p> <p>Working hours per worker are recorded.</p>	Critical	HB43
27.3	OaS	Overtime work is permitted only if: -it is requested in a timely manner, -it is paid according to national law		Critical	HB44

		<p>or collective bargaining agreements, -it does not exceed 12 hours per week, -it is not demanded on a regular basis, <u>and</u></p> <p>-workers have safe transport home following overtime shifts at odd hours.*</p> <p><i>*NOT applicable to small-scale producer organizations</i></p> <p>For small-scale producers: only applicable to the Organization's staff</p>			
		Wages and contracts			
27.4	OaS & FO	<p>Workers receive wages at least monthly, together with a written payslip.</p> <p>Payroll records are kept.</p> <p>For small-scale producer organizations: Applicable only for the Organization's staff.</p>	<p>Payslips and payroll records include at least: -time period, -gross and net wage and benefits, <u>and</u> -mandatory deductions (e.g. tax and social security).</p>	Critical	HB45
		Discrimination and respectful treatment			
27.5	OaS & FO	<p>Workers receive maternity rights and benefits in accordance with national law and practice.</p> <p>Workers can return to their job after maternity leave on the same terms and conditions and without discrimination, loss of seniority, or deduction of wages.</p> <p>For small-scale producer organizations: Applicable only for the Organization's staff.</p>		Critical	HB46

28		Health and safety			
		Pesticide handling			
28.1	OaS & FO	Workers who are under 18 years, or pregnant or breastfeeding do not handle pesticides. For small-scale producer organizations: applies to the Organization's staff, producers, and workers of producers.		Critical	HB47
		Hygiene and living conditions			
28.2	OaS & FO	Workers have access to safe drinking water. For small-scale producer organizations: applies to the Organization's staff, producers, and workers of producers.		Critical	HB48
28.3	FO	Workers living on-site have clean and safe living quarters. Special attention is given to hygienic sanitation, safe drinking water, clean cooking and eating areas, ventilation, protection against weather conditions, and safe storage of personal items. Not applicable to small-scale producer organizations	Living quarters can be locked and if possible have access to electricity. The quarters have divisions between families, or between men and women if there are quarters for individual workers.	Critical	HB49