



**GOV25 – Membership Conditions & Obligations for
Trading Members
2014-11-15**

Union for Ethical BioTrade

THE UNION FOR ETHICAL BIOTRADE

The Union for Ethical BioTrade (UEBT) is a member-based non-profit association that promotes the 'Sourcing with Respect' of ingredients that come from biodiversity. Members adopt sourcing practices that advance sustainable business growth, local development and biodiversity conservation.

GOV25 – Membership Conditions & Obligations for Trading Members – 2011-12-31		
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1 SCOPE

This document details the Conditions and Obligations that UEBT Trading Members need to comply with.

2 REFERENCES

The following reference documents apply:

- UEBT STD01. – Ethical BioTrade Standard
- UEBT ADM08 – Annual Report Template
- UEBT GOV01 – Articles of Association
- UEBT GOV27 – Membership Fees for Affiliate Members and Trading Members
- UEBT PRO07 – Appeals Procedure

- UEBT PRO10 – Membership Application Process for Trading Members
- UEBT PRO11 – Ethical BioTrade Sourcing Targets
- UEBT PRO12 – Biodiversity Management System
- UEBT PRO13 – Reporting Requirements for Trading Members
- UEBT PRO14 – Membership Non-Compliance for Trading Members
- UEBT PRO24 – Independent Verification
- UEBT PRO25 – Ethical BioTrade Work-Plans
- UEBT PRO26 – Ingredient Portfolio Assessment Procedure
- UEBT PRO30 – Procedure for Addressing Claims of Conduct Inconsistent with Ethical Sourcing Practices
- UEBT POL01 – Communication & Claims Policy for Trading Members

For undated references, the latest edition of the document (including any amendment) applies. Please make sure you have the latest version by contacting the UEBT Secretariat.

3 DEFINITIONS

Trading Members: members that are directly involved in the supply chain of Ethical BioTrade goods and services (e.g. producer/collector organisations, processing companies, traders, manufacturing companies, brands, consortia of trading companies, research institutions, etc.).

Ethical BioTrade Sourcing Targets: specific targets aiming to gradually align the biodiversity sourcing practices of a UEBT Trading Member with the UEBT Membership Conditions and Obligations.

Biodiversity management system: a set of policies, procedures, and good practices designed to implement the Ethical BioTrade Standard and UEBT Membership Obligations at the level of the member organisation and its natural ingredient supply chains.

Natural ingredient: for the purpose of the UEBT Membership Conditions and Obligations, ingredient that comes directly from plants or animals or that includes plant or animal inputs, even if these inputs have been significantly processed.

4 MEMBERSHIP AIM

- 4.1 Trading Members commit to applying the Ethical BioTrade standard (UEBT STD01 – Ethical BioTrade Standard) to organisation’s policies and practices relevant to all the natural ingredients they source. Members shall seek to reach compliance in the long-term with the Ethical BioTrade standard within their natural ingredient portfolios, applying a risk-based, stepwise approach.

5 MEMBERSHIP CONDITIONS

- 5.1 In order to become a Trading Member, organisations must have received approval from the UEBT Membership Committee and comply with UEBT Entry Indicators as attested by a UEBT qualified Verification Body (PRO10 – Membership Application Process for Trading Members).
- 5.2 Trading members shall comply with the UEBT Articles of Association and bylaws (e.g. policies, procedures) (GOV01 – Articles of Association).
- 5.3 Trading Members shall adhere to the UEBT Membership Obligations as defined in section 6 of this document.

- 5.4 Trading Members shall comply with the UEBT claims policy when communicating on their UEBT membership (POL01 – Communication & Claims Policy for Trading Members).
- 5.5 Trading Members shall disclose their annual turnover to UEBT, based on which annual membership fees are calculated.
- 5.6 Trading Members shall pay their annual UEBT membership fees in the 1st quarter of each calendar year, as defined in GOV27 – Membership Fees for Trading and Affiliate Members.
- 5.7 Trading Members shall demonstrate a commercial behaviour that is in line with the spirit of Ethical BioTrade.
- 5.8 Trading Members shall inform the UEBT Secretariat when public controversy arises around Ethical BioTrade practices of the member or its providers (PRO30 – Procedure for Addressing Claims of Conduct Inconsistent with Ethical Sourcing Practices).

6 MEMBERSHIP OBLIGATIONS

- 6.1 Trading Members shall undertake a pre-assessment of their Ingredient Portfolio before the 1st third party audit as defined in PRO26 – Ingredient Portfolio Assessment Procedure.
- 6.2 Trading Members shall be fully compliant with the UEBT Entry Indicators, attested by a Verification Body qualified by UEBT (STD01 – Ethical BioTrade Standard – ADM03 – Audit Report Template)..
- 6.3 Trading Members shall submit 3-year Ethical BioTrade Work-Plans approved by the qualified Verification Body after every 3rd party audit, as detailed in PRO25 – Ethical BioTrade Work-Plans.
- 6.4 Trading Members shall periodically set Ethical BioTrade Sourcing Targets, signed off by senior management, in order to achieve the Aim of UEBT Membership as defined in § 4 of the current document and detailed in PRO11 – Ethical BioTrade Sourcing Targets.
- 6.5 Trading Members shall establish a Biodiversity Management System within three (3) years of becoming member, as detailed in PRO12 – Biodiversity Management System.
- 6.6 Trading Members shall complete the Ingredient Portfolio Assessment within three (3) years of becoming a member, as detailed in PRO26 – Ingredient Portfolio Assessment Procedure.
- 6.7 Trading Members shall report annually on these membership Conditions and Obligations, the implementation of Ethical BioTrade Work-Plans and the UEBT Monitoring & Evaluation indicators, as detailed in PRO13 – Reporting Obligations and in ADM08 – Annual Report Template.
- 6.8 Trading Members shall have 3rd party audits that assess compliance with these Membership Conditions and Obligations at three (3) year intervals, as detailed in PRO24 – Independent Verification of Trading Members.

7 NON COMPLIANCE

- 7.1 Membership to UEBT may be suspended by UEBT in case of lack of compliance with the UEBT Membership Conditions and Obligations, as determined by the qualified Verification Body or the UEBT Secretariat, as detailed in PRO14 – Membership Non-Compliance for Trading Members.
- 7.2 Suspended members lose their statutory voting rights and are taken off the membership list on the UEBT website.
- 7.3 Membership may be reinstated by UEBT when members regain compliance with the UEBT Membership Conditions and Obligations. Unless otherwise specified by UEBT, Trading Members have up to six (6) months to regain compliance.
- 7.4 The UEBT Board of Directors shall revoke UEBT membership if a Trading Member continues to breach these UEBT Membership Conditions and Obligations beyond the time-lines set by UEBT.

8 MEMBERSHIP CERTIFICATE

- 8.1 Every year the UEBT Secretariat issues membership certificates to Trading Members in compliance with these membership Conditions and Obligations. Certificates have the validity of one (1) year, and shall be used in accordance to the UEBT claims policy (POL01 – UEBT Communication & Claims Policy for Trading Members).

9 CONFIDENTIALITY

- 9.1 UEBT shall treat information received from members in fulfillment of their membership Conditions and Obligations as confidential, unless it concerns information that is already public, is contained in public documents or is clearly highlighted for public distribution.

10 APPEAL

- 10.1 Appeals regarding standard development, attribution of grants, membership decisions, verification decisions, and claims made by members regarding UEBT shall be handled by the Appeal Committee. (PRO07 – Appeals Procedure)
- 10.2 Appeals regarding standard setting shall be addressed by the Standard Committee first (see PRO06 - Standardization Procedure).
- 10.3 All other issues need to be brought up in the next General Assembly.

11 CONTACT INFORMATION

Any inquiry about this document of the Union for Ethical BioTrade should be addressed to:

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