

PRO14 – D – Membership non-compliance for Trading Members		
Approval of original document	ED	1 January 2014

1 SCOPE

This document defines the non-compliance implications with regards to Membership Conditions and Obligations (GOV25) and to the Ethical BioTrade Standard (STD01).

2 REFERENCES

The following reference documents are essentials for the application of this document. For undated references, the latest edition of the document (including any amendment) applies. Please make sure you have the latest version contacting the UEBT Secretariat.

UEBT STD01 – Ethical BioTrade Standard

UEBT GOV25 – Membership Conditions and Obligations for Trading Members

UEBT PRO12 – Biodiversity Management System

UEBT PRO24 – Independent verification

UEBT PRO25 – Ethical BioTrade work-plans

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, etc.).

Ethical BioTrade Sourcing Targets: specific targets to 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.

4 NON-COMPLIANCES FOUND IN THE PERIODIC UEBT AUDITS

4.1 If the UEBT membership audit shows major non-conformities with regard to UEBT Membership Conditions and Obligations, the UEBT Secretariat shall monitor the implementation of the corrective measures agreed between the UEBT member and the external verification body.

4.2 Repeated major non-conformities, or failure to take action to adequately address the non-conformities will be reported to the UEBT Membership Committee. The UEBT Membership Committee may request corrective actions or, if no solution can be found, recommend suspension or ending UEBT membership to the UEBT Board of Directors.

5 MEMBERSHIP NON-COMPLIANCE FOUND BY THE UEBT SECRETARIAT

- 5.1 Non-conformities with the UEBT membership requirements identified by the UEBT Secretariat (e.g. delays in external audits, annual reporting, or membership fee payment) shall be documented.
- 5.2 The UEBT Secretariat shall bring these non-conformities to the attention of the member, and discuss corrective actions with the member in question.
- 5.3 Repeated major non-conformities, or failure to take action to adequately address the non-conformities will be reported to the UEBT Membership Committee. The UEBT Membership Committee may request corrective actions or, if no solution can be found, recommend suspension or ending UEBT membership to the UEBT Board of Directors.

6 UN-ANNOUNCED VERIFICATION

- 6.1 Trading Members shall allow UEBT to undertake unannounced verification at any time or to request a qualified Verification Body to undertake such verification on its behalf.
- 6.2 Such verifications shall be undertaken at the expense of UEBT.

7 SANCTIONS

- 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 the UEBT Membership Conditions and Obligations beyond the time-lines set by UEBT.

8 COMPLAINTS

- 8.1 UEBT Trading Member may contest the non-compliance decision using the UEBT Appeals Procedure (PRO07 – Appeals Procedure).

9 MEMBERSHIP DECISIONS

- 9.1 UEBT Membership decisions shall follow the Conditions and Obligations for Trading Members (GOV25) and where relevant in the present document.
- 9.2 The UEBT Membership Committee is the body in charge of membership decisions upon justified recommendations, comments received from the UEBT Secretariat.

10 CONFIDENTIALITY

- 10.1 UEBT shall treat information received from members in context of membership non-compliance as confidential, unless it concerns information that is already public, is contained in public documents or is clearly highlighted for public distribution.

11 CONTACT INFORMATION

Any enquiry about this procedure of the Union for Ethical BioTrade should be addressed to:

Union for Ethical BioTrade

De Ruyterkade 6
1013 AA Amsterdam
Netherlands

Or via email: info@ethicalbiotrade.org

12 THE UNION FOR ETHICAL BIOTRADE

The Union for Ethical BioTrade is a non-profit association that promotes the "Sourcing with Respect" of ingredients that come from biodiversity. Members commit to gradually ensuring that their sourcing practices promote the conservation of biodiversity, respect traditional knowledge, and assure the equitable sharing of benefits all along their supply chains.