



Sucden Coffee Verified Standard

Sustainability standard and interpretation guidance for Sucden Coffee suppliers

Version 1.0

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Introduction

Mission and scope of the Scheme

The mission of the Sucden Coffee Verified Scheme (the “Scheme”) is to supply our clients with coffee that contributes to the well-being of families, communities, and the planet.

The Scheme was developed in collaboration with NewForesight Consultancy. It is aligned with the requirements of the Global Coffee Platform’s Coffee Sustainability Reference Code and Equivalence Mechanism 2.0. It is targeted at Sucden Coffee’s existing suppliers in Colombia, Brazil, India, Indonesia, and Viet Nam. These encompass small-holder farmers, large farms, or multiple farms united under a formal or informal group.

The Scheme operates on a foundational belief that positive change is achievable across economic, social, and environmental dimensions. It **contributes to Sucden Coffee’s sustainability targets for 2025**, which are aligned with the Sustainable Coffee Challenge:

- Trade at least 50% certified or verified coffee
- Train at least 15,000 farmers a year on good agricultural practices
- Provide at least 300,000 seedlings for planting on coffee farms and community land to increase tree cover
- Include at least 5,000 farmers in income diversification projects



In addition, the Sucden Coffee Verified Scheme contributes to the following of the United Nations Sustainable Development Goals:



Scheme objectives

The Scheme is built on **three sustainability objectives** that contribute to the Scheme’s mission, each with their own strategies (also shown in *Figure 1*):

Economic prosperity – enhancing farmer profitability and resilience

Strategy: Empower farmers with training on good agricultural practices and facilitate access to essential agricultural resources, services, and knowledge. This will foster improvements in productivity and quality.

Social well-being – upholding labour rights and decent working conditions

Strategy: Educate farmers and workers on labour rights and promote occupational health and safety awareness. In addition, support farmers in establishing procedures for healthy and safe work environments. This will empower farmers and workers to assert their rights, preventing exploitation and ensuring fair treatment.

Environmental responsibility – safeguarding resources and enhancing climate resilience

Strategy: Train farmers on agroforestry methods, resource conservation practices, pest management, pollution prevention, and methods to address climate change. In addition, support in establishing procedures for pest management and a climate risk assessment and mitigation plan. By aiding farmers to adopt certain practices, production can be more environmentally sustainable and resilient.



Figure 1. Mission, objectives, and strategies of the Sucden Coffee Verified Scheme.

By focusing on our existing suppliers in diverse coffee-producing regions with targeted training, accessible resources, and shared values, we intend to contribute to a **sustainable future for coffee sourcing**.

Relation between this Standard and other Scheme documentation

In addition to this Standard, the following documents describe specific aspects of the Sucden Coffee Verified Scheme:

- Sucden Coffee Verified Scheme Requirements – describes all aspects of the Scheme including the procedure that was followed for standard-setting, the procedure followed to revise this Standard; explains relationship with other related documents
- Sucden Coffee Verified Assurance Manual – describes the procedure followed during assessment of a Verification Requester against this Standard
- Sucden Coffee Verified Feedback, Complaints, Appeals, and Grievances (FCAG) Procedure – describes the FCAG Mechanism which allows stakeholders to report any FCAG in relation to the Scheme
- Sucden Coffee Verified MEL Indicator Overview – describes the indicators tracked to assess reach and performance of the Scheme

All documentation of the Scheme will be periodically reviewed and adjusted as appropriate in line with Sucden Coffee's commitment to continuous improvement. For additional information, please contact sustainablecoffee@sucden.com.

Abbreviations and definitions

Assurance Provider: The team that is responsible for verifying suppliers (Verification Requesters) are compliant with the requirements listed in the Sucden Coffee Verified Standard. In second-party verified supply chains, this is the Origin team working with the Sucden Local Sustainability team members to conduct the audits. In third-

party verified supply chains, this is a Verification Body (accredited by an Accreditation Body) working with auditors.

Certificate Holder: Verification Requester who has received Certificate after successful verification against the Sucden Coffee Verified Standard.

Groups: Farmer organizations (FO), which can be formal cooperatives, associations or groups of farmers organized by a supplier or private company. The FO is often the entity responsible for compliance with this sustainability Standard. Individual smallholders typically cannot comply with sustainability standards individually and may join an FO to benefit from technical and financial assistance to implement the Standard. The FO management is then the entity responsible for the organization of the sustainability management system including capacity building, record development and record keeping. Regardless of the existence of the FO, farmers, including smallholders, are still responsible for the correct implementation of field-level requirements.

ILO: International Labour Organization. Some subcriteria in this Standard refer to specific ILO conventions.

Individual smallholders: All farms with fewer than ten permanent workers. Individual smallholders are often defined as being primarily dependent on family or household labor, workforce exchange in the community, and occasional hiring of seasonal workers (Food and Agriculture Organization (FAO) of the United Nations¹ and Rainforest Alliance²). However, a cut-off on the number of permanent workers was applied to distinguish between smallholders and large farms in a non-ambiguous manner that ensures consistent interpretation. This was aligned with the cut-off applied to distinguish between small and large farms in the Rainforest Alliance 2020 Sustainable Agriculture Standard³.

Large farms: Coffee producers that have ten or more permanent workers. A large production area may be divided into smaller farms managed by workers hired by the farm owner.

Plot of land: Land within a single real estate property, as recognised by the law of the country of production, which possesses sufficiently homogeneous conditions to allow an evaluation of the aggregate level of risk of deforestation and forest degradation associated with relevant commodities produced on that land.

Producers: All male and female coffee farmers, and holders of land of all sizes.

Suppliers: Entities duly authorized to enter into a contractual business relationship to source and supply coffee for Sucden in accordance with Sucden's requirements, e.g., an association or a cooperative of farmers, a privately owned farm, a purchasing center, a transporter.

Verification Requester: A Sucden Coffee supplier who will go or is currently going through the process of compliance verification against the requirements of the Sucden Coffee Verified Standard. This might be either while applying for inclusion in the scheme, or during following surveillance audits. This can be an individual smallholder, large farm, or group.

Workers: All permanent, seasonal, parttime, piece rate, and migrant workers, or 3rd party contractors.

¹ FAO, 2015: There is no single definition of smallholder farmers. However, in general terms, **a smallholder farmer owns less than two hectares of land, relying chiefly on family labour and only rarely on occasional workers** on a contractual basis for cultivation and harvest.

² Rainforest Alliance: Small farms are small-scale agricultural producers that primarily rely on family or household labor, or workforce exchange with other members of the community. They might hire temporary workers for seasonal tasks or even hire (few) permanent workers when the farmer or his/her family cannot do the work by themselves. Small farms can't afford to be certified individually and usually need to rely on the Group Management for record development and record keeping.

³ https://www.rainforest-alliance.org/wp-content/uploads/2022/06/SA-S-SD-1-V1.3-2020-Sustainable-Agriculture-Standard-Farm-Requirements_Rainforest-Alliance.pdf

Content structure – How to read and use this Standard

Herein, we describe the Standard of the Sucden Coffee Verified Scheme. This document is intended for Verification Requesters wishing to become verified under the Scheme through compliance with the Standard and Assurance Providers who will assess compliance with the Standard. Its purpose is to clarify the criteria our coffee suppliers need to meet to be verified under the Scheme. It provides practical and detailed guidance, reference resources and possible evidence for meeting the detailed criteria of the Standard.

It complements existing Sucden core documents that our suppliers are expected to comply with, including the following:

- [Sucden Human Rights Policy](#)
- Sucden Supplier Code of Conduct
- Sucden Forest Protection Policy

This document is intended to **set the framework of key criteria** that we aim to meet in our coffee-sourcing origins. The Standard was aligned with the **Global Coffee Platform's Coffee Sustainability Reference Code**⁴ and, where applicable, with the following EU regulations (most recent version available in October 2023):

- EU Deforestation Regulation (EUDR)
- Corporate Sustainability Reporting Directive (CSRD)
- Corporate Sustainability Due Diligence Directive (CSDDD)

The content of the Standard is centered around the **three sustainability objectives** of the Sucden Coffee Verified Scheme:

1. **Economic prosperity**
2. **Social well-being**
3. **Environmental responsibility**

Under each sustainability objective, there are 'criteria', which are the conditions that need to be met to achieve the objectives.

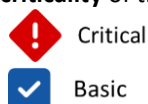
For each criterion, there are 'subcriteria', which provide further detail on what is expected to be implemented to comply with the criteria. Farms will be audited according to these subcriteria.

The (sub)criteria are binding (normative) and must be met to be able to participate in the Sucden Coffee Verified Scheme.

This document also specifies for each subcriterion:

- The criticality
- The farm type/organization level
- Scope
- Requirements
- Evidence
- Guidance

The **criticality** of the subcriterion can be:



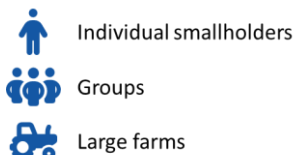
Critical subcriteria must be immediately met. There are five content-specific critical subcriteria, aimed at elimination of the worst forms of child labour (2.1.1), elimination of forced labour (2.2.2), upholding other

⁴ https://www.globalcoffeeplatform.org/wp-content/uploads/2021/10/CSRC_CoffeeSustainabilityReferenceCode_OCT21.pdf

fundamental human rights (2.2.5), no deforestation (3.1.1), and no use of prohibited pesticides (3.2.3). Any identified non-conformities are to be stopped immediately.

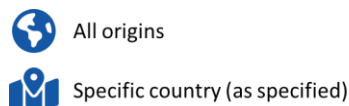
Basic subcriteria for which the requirements are not met require corrective action measures with a time-bound plan to be put in place. The sixth critical subcriterion of continuous improvement (1.1.6) refers to the time-bound plan and monitoring of progress.

The **farm type/organization level** refers to the type of Verification Requester it applies to, for which there are three options (definitions can be found in Definitions section above):



If a subcriterion applies to groups, this means that all group members (smallholders and large farms) need to meet it (in case of farm-level subcriteria) or that the group management needs to meet it (in case of group-level subcriteria). For farm-level subcriteria, group members can be supported by group management to ensure compliance.

The **scope** refers to which origins are covered by the subcriterion:



'All origins' refers to all Sucden Coffee sourcing origins covered by the Sucden Coffee Verified Scheme: Brazil, Colombia, India, Indonesia, and Viet Nam.

The **requirements** for each subcriterion need to be met to comply with the Standard. If there are multiple requirements listed, all must be met to be considered compliant with that subcriterion.

The **evidence** section shows examples of documents to demonstrate effective compliance with the requirements of the standard such as supporting evidence that producers/groups can provide during verifications.

The **guidance** section helps to better understand the subcriteria and provides examples of best practices and tools to comply with them.

The evidence and guidance sections are informative only, not normative. They are part of the interpretation guidelines of the standard, understanding that there may be different ways to achieve compliance. Producers and groups will not be audited against Guidance and Evidence.

Content

Sustainability objective 1 – Economic prosperity

Training on good management practices and access to essential resources should empower producers to improve their productivity and quality, which subsequently leads to improved economic prosperity.

Criteria under this objective:






- 1.1 Business management: Producers have knowledge of required practices for productivity, sustainability, inclusivity, resilience and profitability
- 1.2 Agricultural services: Producers have access to services, inputs, and information
- 1.3 Business integrity: Producers conduct their business ethically and transparently

Criterion 1.1 – Business management: Producers have knowledge of required practices for productivity, sustainability, inclusivity, resilience and profitability

Subcriteria under this criterion:

- 1.1.1 Producers have training and skills development to apply techniques for good agricultural practices (GAP) and post-harvest handling, good management, and quality.
- 1.1.2 Producers maintain records for planning and decision making.
- 1.1.3 Producers support diversity, equity, inclusion through participation and development opportunities for all in coffee farming and management.
- 1.1.4 Producers have a documented set of procedures, processes and policies to ensure it can achieve a baseline level of sustainability.
- 1.1.5 A grievance mechanism is in place that enables producers, workers, communities, and/or civil society, to raise complaints related to the group's or producer's business activities.
- 1.1.6 Producers engage in continuous improvement in farming practices.

Subcriterion 1.1.1 – Producers have training and skills development to apply techniques for good agricultural practices (GAP) and post-harvest handling, good management, and quality.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins
Exception(s) under Requirements		

Requirements:

Producers and workers are aware of and implement:

- Good agricultural practices (GAP), as defined by applicable national programs/standards
- Post-harvest handling practices
- Quality practices that can be implemented at farm level

- Quality parameters of coffee beans (e.g., moisture content, physical defects, maximum residue limits)
- Good management practices that can be implemented at farm level (*applies to all producers*), including good corporate governance (*applies only to groups*)

Evidence:

- Procedure documents describing relevant practices (GAP, post-harvest handling, quality, management)
- Training records including dates, topics covered, number of participants.
- Training attendance lists including names, gender, age, and signatures of participants.
- Training materials outlining the key principles of GAP, post-harvest handling, and quality practices (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).
- Field inspections to assess whether practices taught in training sessions are being implemented.
- Quality control data related to quality parameters of coffee beans

Guidance:

In Viet Nam, the VietGAP standard should be followed. In case of differences between VietGAP and any requirements in this Standard, the more stringent rules apply.

Subcriterion 1.1.2 – Producers maintain records for planning and decision making.

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

Producers have records of main costs and income from coffee and beyond (including off-farm activities). Smallholders that are not able to maintain records are aware of their yields and main costs and income.

Evidence:

- Records describing main costs and income.

Guidance:

Smallholders unable to maintain records may describe their yields, main costs (such as labour and/or inputs) and income (for example the price at which they have been selling coffee) verbally during an audit.

Subcriterion 1.1.3 – Producers support diversity, equity, inclusion through participation and development opportunities for all in coffee farming and management.

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

- Gender equity and social inclusion (GESI) analysis is conducted to identify the needs, participation rates, access to resources and development, control of assets, decision-making powers, etc. of women, youth and marginalized groups.
- Producers have a plan and implement measures to support participation and access to opportunities for all involved in farming and management.

Evidence:

- *GESI analysis report describing the findings.*
- *Participation records of women, youth, and marginalized groups in farming and management (may include training attendance lists).*
- *Policies or guidelines aimed at promoting diversity, equity, and inclusion.*
- *Progress report describing change in participation rates, access to resources, decision-making powers, and other key GESI indicators.*

Guidance:

Women still shoulder most of the responsibility for domestic work in many coffee origins, creating barriers for participation in training and leadership roles. Trainings should be planned taking into account women's daily household tasks (e.g., scheduling trainings outside regular meal preparation hours) to allow them to join the training sessions without generating negative externalities.

Trainers proactively encourage women during the trainings (e.g., by asking them for their point of view). Training design consider social norms which restrict women's active participation such as including female trainers, female only sessions and/or offering childcare.

Trainers make sure women understand the training language and propose alternative if needed (e.g., dedicated translator, women-specific training session).

Gender issues are also addressed through dedicated training sessions or during existing training sessions organized by group or farm management. In the case of gender-specific trainings, it is recommended to involve both men and women.

Subcriterion 1.1.4 – Producers have a documented set of procedures, processes, and policies to ensure it can achieve a baseline level of sustainability.

Criticality	Farm type	Scope
 Basic	<div>  Individual smallholders  Groups  Large farms </div> <p>Exception(s) under Requirements</p>	 All origins

Requirements:

- Producers and workers are aware of baseline practices of sustainability, in particular those related to deforestation, prohibited agrochemicals, child labor, forced labor, and other human rights.
- An internal management system is in place that includes at least a periodic self-assessment (at least every three years) against baseline level of sustainability (*applies only to groups and large farms*). This should as a minimum include a risk assessment for child labor, forced labor, deforestation, and use of prohibited pesticides.

- The group maintains a complete and up-to-date list of all its members and their basic data (i.e., name, gender, coffee area in hectares, coffee production potential per year in bags or kilos, location mapped in polygon/coordinates, see also subcriterion 3.1.1; *applies only to groups*).

Evidence:

- Sustainability policies and procedures.
- Training records including dates, topics covered, number of participants.
- Training attendance lists including names, gender, age, and signatures of participants.
- Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).
- Documentation on internal inspection system (may include an organogram describing the management structure and responsibilities within the system).
- Results of self-assessment against baseline level of sustainability.
- List of group members and their basic data (i.e., name, gender, coffee area in hectares, coffee production potential per year in bags or kilos, location mapped in polygon/coordinates).

Guidance:

An internal management system is a documented system of quality management aimed to facilitate an efficient organization and management of the group or farm that ensures that producers/workers comply with the applicable requirements of this Standard.

Leads may be appointed that are responsible for various topics, such as sustainability, traceability, social issues. Multiple roles may be managed by the same individual and roles may also be duplicated across multiple persons, including representatives of producers or workers.

If the internal management system is managed by a team of several people, good practice is to have at least 1/3 women in team.

Subcriterion 1.1.5 – A grievance mechanism is in place that enables producers, workers, communities, and/or civil society, to raise complaints related to the group's or producer's business activities.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

The grievance mechanism may be provided by the group or producer or by a third party. It includes at least the following elements:

- A person or committee responsible for handling grievances.
- Submissions can be made in any language.
- The mechanism is accessible to persons who cannot read or do not have access to the internet.
- Grievances can be submitted anonymously and confidentiality is respected.
- Human and labor rights grievances are remediated to ensure compliance with local regulations and this Standard within a reasonable timeframe.
- Grievances and follow up actions are documented and shared with the affected persons within a reasonable timeframe.
- Submitters of grievances are protected against employment/membership termination, retribution, or threats as a consequence of using the grievance mechanism.

The existence, purpose, and procedure of the grievance mechanism are communicated to management, staff, workers, and other relevant stakeholders. This includes ensuring that these stakeholders understand how to submit complaints/grievances and how they will be handled.

Evidence:

- Documentation of grievance mechanism procedure.
- Documentation of reported grievances and follow-up actions.
- Training records including dates, topics covered, number of participants.
- Training attendance lists including names, gender, age, and signatures of participants.
- Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).
- Picture of poster promoting the grievance mechanism in local languages.
- Communication to producers, workers, or community members on resolution of cases reported.

Guidance:

Complaints can relate to any part of the Standard, including technical, social, or economic issues.

Communication on grievance mechanism can be done through trainings, awareness-raising in the community through talks from a grievance committee representative, displaying posters promoting the grievance mechanism, promoting the mechanism on social media, communication to producers, workers, or community members on resolution of cases reported (without sharing personal information).

Further guidance on establishing a grievance mechanism can be found in the Rainforest Alliance Sustainable Agriculture Standard's 'Guidance E: Grievance Mechanism'.

Further guidance on a potential remediation protocol can be found in the Rainforest Alliance Sustainable Agriculture Standard's 'Guidance S: Remediation Protocol'.

Subcriterion 1.1.6 – Producers engage in continuous improvement in farming practices.

Criticality	Farm type			Scope
 Critical	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

Producers have a locally adapted and time-bound action plan to meet at least baseline level of sustainability. This plan is regularly reviewed, progress assessed and adjusted as needed to drive continuous improvement.

Evidence:

- Action plan describing improvement areas, responsible people, and projected timelines.

Guidance:

Producers that do not have an action plan in place yet during the initial audit shall prepare one based on the outcome of the first audit.

Criterion 1.2 – Agricultural services: Producers have access to services, inputs, and information

Subcriteria under this criterion:

- 1.2.1 Producers have access to information based on their needs coming from independent sources.
- 1.2.2 Producers have access to extension services, inputs and finance.
- 1.2.3 Producers and workers have access to relevant training and can develop their technical skills.
- 1.2.4 Producers have access to market information and prices reflecting quality from independent sources (e.g., radio, member meetings, display of information).

Subcriterion 1.2.1 – Producers have access to information based on their needs coming from independent sources.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

Information is regularly available to producers on practices, services, inputs, and climate coming from independent sources.

Evidence:

- *Description of sources and distribution of information (e.g., content, formats, frequency).*
- *Disseminated information (e.g., procedures, newsletters, posters, flyers).*
- *Training records including dates, topics covered, number of participants.*
- *Training attendance lists including names, gender, age, and signatures of participants.*
- *Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).*

Guidance:

Provided information may include:

- *Practices: Sustainable farming practices, pest and disease management, and agronomic techniques.*
- *Services: Available agricultural support services, including extension services, training programs, and technical assistance.*
- *Inputs: Recommended inputs such as fertilizers, pesticides, and seeds and recommended quantities.*
- *Climate: Climate patterns, weather forecasts, and climate-resilient farming practices.*

Information may be provided by group or farm management or in case of individual smallholders should be obtained by producer from external sources (which may include Sucden).

Subcriterion 1.2.2 – Producers have access to extension services, inputs and finance.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

- Extension services are supporting producers towards better productivity, quality and profitability.
- Inputs (e.g. for planting, soil improvement or pest management), equipment (e.g., Personal Protective Equipment (PPE), farm tools), and finance are available.

Evidence:

- Documentation of extension services describing services provided, topics covered, dates, number of participants.
- Documentation of procured inputs (including description of distribution in the case of groups).
- Documentation of procured, rented, and/or distributed equipment and tools.
- Documentation of financial services offered to producers (e.g., loans and access to financial institutions).

Guidance:

If Groups or Producers don't have access to services, inputs, and finance, access may be facilitated by Sucden.

Subcriterion 1.2.3 – Producers and workers have access to relevant training and can develop their technical skills.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

A training policy and schedule based on identified needs is developed and addresses any barriers to access.

Evidence:

- Training policy outlining the group or farm's commitment to providing training opportunities.
- Documentation on identified needs.
- Training schedule.
- Training attendance lists including names, gender, age, and signatures of participants.
- Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).

Guidance:

It is recommended to identify training needs in collaboration with producers and/or workers.

Subcriterion 1.2.4 – Producers have access to market information and prices reflecting quality from independent sources (e.g., radio, member meetings, display of information).

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms Exception(s) under Requirements	 All origins

Requirements:

- Producers are informed about market information, including local prices and price mechanisms according to the quality of the coffee.
- Producers receive prices that reflect the quality of their coffee (*applies only to groups*).

Evidence:

- *Description of sources and distribution of information (e.g., content, formats, frequency).*
- *Disseminated information (e.g., local prices and price mechanisms).*
- *Receipts demonstrating that prices are aligned with coffee quality.*

Guidance:

Other market information obtained from external sources may include trends, demand, and market access opportunities for producers.

Criterion 1.3 – Business integrity: Producers conduct their business ethically and transparently

Subcriteria under this criterion:

- 1.3.1 Producers comply with relevant legal and regulatory requirements.
- 1.3.2 All Producers have legal and legitimate right to use the land.
- 1.3.3 There is no fraud, corruption, bribery, and/or extortion.
- 1.3.4 The physical coffee and associated product documentation can be traced back to the immediate supplier or farmer and forwarded to the next buyer.

Subcriterion 1.3.1 – Producers comply with relevant legal and regulatory requirements.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

Producers comply with relevant legal and regulatory requirements.

Evidence:

- Records of relevant legal and regulatory requirements.
- Copies of permits, licenses, or certificates required for coffee production.
- Documentation of any required regulatory reporting.
- Evidence demonstrating compliance with any relevant legal and regulatory requirements that are not covered by the criteria covered in this Standard.

Guidance:

If compliance with requirements in this Standard should be in violation of any local legal and regulatory requirements, the group or producer should indicate this and request exemption from that Standard requirement. Compliance with this Standard should never result in violation of legal and regulatory requirements.

Subcriterion 1.3.2 – All Producers have legal and legitimate right to use the land.

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

Producers have legal or customary rights to the land for farming or processing.

Evidence:

- Land ownership documents/land leasing agreements (for each producer in the case of groups).
- Verification by local authorities (e.g., a letter confirming the legitimacy of land use by producer(s)).
- Documentation of customary land rights (if land rights are based on customary or indigenous land tenure systems).
- Community agreements/memoranda of understanding describing rights and responsibilities of producers (if using communal land).
- Historical land use records showing pattern of land use by producer (may support legitimate claims to the land).

Guidance:

Required evidence is dependent on origin and local regulations on protection and assertion of land rights.

Subcriterion 1.3.3 – There is no fraud, corruption, bribery, and/or extortion.

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

A policy for ethical conduct is in place and implemented in all business operations and transactions.

Evidence:

- *Ethical conduct policy.*
- *Procedures to prevent fraud, corruption, bribery, and extortion.*
- *Documentation demonstrating implementation of policy/procedures.*
- *Signatures from producers/management/staff on ethical conduct policy.*
- *Training records including dates, topics covered, number of participants.*
- *Training attendance lists including names, gender, age, and signatures of participants.*
- *Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).*
- *Incidents or reported grievances related to fraud, corruption, bribery, and/or extortion and follow-up actions.*

Guidance:

Fraud refers to deceptive or dishonest practices carried out intentionally to gain an unfair advantage or financial benefit. It involves misrepresentation, falsification, or manipulation of information, documents, or products. Example: falsely claiming that coffee is organic.

Corruption involves the abuse of power, position, or authority for personal gain or advantage. It includes activities where individuals or organizations misuse their influence to manipulate processes, decisions, or transactions. Example: an individual within a certification body demanding bribes to pass inspections.

Bribery entails the offering, giving, receiving, or solicitation of anything of value, such as money, goods, or services, to influence the decisions or actions of individuals or organizations. Example: a coffee buyer offering money to producers to get preferential treatment in the selection of a buyer.

Extortion involves the illegal coercion or intimidation of individuals, businesses, or organizations through threats, violence, or other harmful actions. Example: Demanding "protection money" from producers under the threat of violence or harm.

Subcriterion 1.3.4 – Coffee produced under the Scheme is kept physically separated from other volumes and production location(s) are tracked in associated product documentation.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

- Verified coffee is kept physically separated from non-verified coffee and any coffee that is not produced by the Certificate Holder.
- Production location(s) are tracked in associated product documentation.
- Before or during collection, coffee bags are labeled with identifiers that are linked to production location(s).

Evidence:

- *Inventory records (detailing quantity and location of different types of coffee)*
- *Physically separated storage locations (if non-verified coffee or coffee from other Certificate Holders is also stored).*

Guidance:

Following these requirements is required to apply the Chain-of-Custody model mixed identity preservation.

Sustainability objective 2 – Social well-being

Education on labor rights and promotion of occupational health and safety awareness should empower farmers and workers to assert their rights, prevent exploitation, and ensure fair treatment. Together, this should improve social well-being for those engaged in coffee farming as well as their communities.

Criteria under this objective:

- 2.1 Right to childhood and education
- 2.2 Human rights: Producers and workers enjoy their rights and international standards are upheld
- 2.3 Workers have decent and safe working and living conditions
- 2.4 Community rights are upheld

Criterion 2.1 – Right to childhood and education

Subcriteria under this criterion:

- 2.1.1 Children under the age of 15, under the minimum age for work or the age of completion of compulsory education are not employed.

Subcriterion 2.1.1 – Children under the age of 15, under the minimum age for work or the age of completion of compulsory education are not employed.

Criticality	Farm type			Scope
 Critical	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

- Children under the age of 15, under the national minimum age for work, or the age of completion of compulsory education are not employed (highest limit applies). Child labor does not include children helping their parents on their own farm, provided that work does not jeopardize their schooling or health. (ILO 182 and 138).
- Children below the age of 15 (or legal school age) attend school and participation in work is only accepted as part of light family work, outside school hours, and if they are not performing hazardous work.
- Children aged 13 and 14 may perform light work on a farm not owned by their family so long as this does not interfere with their schooling or health, is not hazardous, does not exceed 14 hours a week, and is under supervision of an adult (*not allowed for all origins; see guidance section below*).
- Children below the age of 18 are not engaged in work which could jeopardize their health, safety or morals. (Worst forms of Child Labour ILO 182).
- No one is employed unless he/she is able to provide proof of age.

Evidence:

- *Records of age verification for all workers.*
- *School attendance records for children below the age of 15.*

- Work schedules and timesheets showing hours worked and tasks performed by children.
- Description of work performed by children in different age groups to demonstrate that it does not jeopardize their health, safety, or morals.
- Records of any violations and corrective actions taken to address such violations promptly.

Guidance:

If compliance with requirements described under this subcriterion should be in violation of any local legal and regulatory requirements, the group or producer should indicate this and request exemption from this Standard requirement. Compliance with this Standard should never result in violation of legal and regulatory requirements.

Hazardous work includes but is not limited to carrying heavy loads, working in dangerous locations, in unhealthy situations, with hazardous substances or equipment, at height, or under particularly difficult conditions (e.g., at night or for long hours). Countries that have signed ILO Convention 182 should develop a national list of tasks that are considered hazardous for children. If available, this national list applies.

Brazil has ratified ILO Convention 138 (Minimum Age Convention), specifying the minimum age for work at 16 years. This takes precedent over the age limit of 15 years specified in the requirements of this subcriterion. However, children aged 14 and 15 may be hired as apprentices in line with the Brazilian Constitution of 1988, following the rules of the Apprenticeship Manual from the Brazilian Ministry of Labor and Employment.

Colombia has ratified ILO Convention 138 (Minimum Age Convention), specifying the minimum age for work at 15 years. The requirements of this subcriterion therefore apply in full effect. The Child and Adolescent Code of 2006 – Law 1098 does not allow for light work on a farm not owned by their family for children below the age of 15. In addition, children aged 15 or 16 may only work a maximum of six hours a day and thirty hours a week, and only until six in the afternoon. Children aged 17 may only work a maximum of eight hours a day and forty hours a week, and only until eight in the evening.

India has ratified ILO Convention 138 (Minimum Age Convention), specifying the minimum age for work at 14 years. In line with India's Child and Adolescent Labour (Prohibition and Regulation) Act, 1986 (as amended in 2016), this Standard will allow adolescents aged 14 to 17 to be employed, but they may not perform hazardous work. Children below the age of 14 may not engage in work except for light family work, outside school hours, that is not considered hazardous (i.e., light work outside of the family farm is not allowed).

Indonesia has ratified ILO Convention 138 (Minimum Age Convention), specifying the minimum age for work at 15 years. The requirements of this subcriterion therefore apply in full effect. In addition, light work by children aged 13 and 14 may only be performed if employer has obtained written permission from the parents, there is a work agreement between the employer and the parent, there is a maximum working time of three hours, work is carried out during the day but does not interfere with school time, and the child receives wages in accordance with applicable regulations. Children who are married and are thereby considered adults under Indonesian law are not exempt from the requirements in this subcriterion.

Viet Nam has ratified ILO Convention 138 (Minimum Age Convention), specifying the minimum age for work at 15 years. The requirements of this subcriterion therefore apply in full effect.

Criterion 2.2 – Human rights: Producers and workers enjoy their rights and international standards are upheld

Subcriteria under this criterion:

- 2.2.1 Producers and workers are protected from discrimination and harassment.
- 2.2.2 Workers voluntarily and freely choose employment.
- 2.2.3 Producers and workers have the freedom of association.
- 2.2.4 Workers have the right to collective bargaining.
- 2.2.5 Additional basic human rights in line with international standards are upheld.

Subcriterion 2.2.1 – Producers and workers are protected from discrimination and harassment (ILO 100, 111, 190).

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

- All workers receive equal treatment in terms of hiring, remuneration and benefits, access to training and promotion.
- Workers are free from violence and harassment or abusive treatment, including gender-based violence.

Evidence:

- *Anti-discrimination and anti-harassment policies.*
- *Records of hiring, remuneration, and benefits for all workers.*
- *Records of training attendance and promotions.*
- *Incidents or reported grievances related to discrimination, violence, or harassment and follow-up actions.*

Guidance:

Anti-discrimination and anti-harassment policies are not mandatory but are recommended for groups and large farms.

Subcriterion 2.2.2 – Workers voluntarily and freely choose employment (ILO 29, 105).

Criticality	Farm type			Scope
 Critical	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

- Workers can leave their work places and access and leave any living quarters provided by the employer.
- Identity or travel documents, salary/money or other assets belonging to workers are not retained by the employer.
- Workers are not subject to debt bondage.






Evidence:

- *Written employment contracts for all workers.*
- *Records of salary payments.*
- *Information disseminated to ensure producers and workers are aware of their rights related to forced labour.*

Guidance:

An example of debt bondage is where workers are forced to work for an employer in order to pay off their own debts or those they have inherited. This can also include purchasing schemes for food, accommodation and/or transport managed by the employer when the costs exceed local market rates.

Subcriterion 2.2.3 – Producers and workers have the freedom of association (ILO 87).

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms Exception(s) under Requirements	 All origins

Requirements:

- Producers and workers are free to form and join independent organizations to protect and enhance their interests without interference (e.g., federations, associations, farmer groups and trade unions and labour organizations for workers).
- Representatives of producers or workers have access to the information and resources necessary to carry out their functions (*applies only to groups and large farms*).
- Representatives of producers or workers are not discriminated nor adverse actions taken against them (*applies only to groups and large farms*).

Evidence:

- Freedom of association policy.*
- Minutes/reports on meetings from independent organizations to demonstrate that they function without interference.*
- Documentation of access to information and resources for representatives.*
- Information disseminated to ensure producers/workers are aware of their right to freedom of association.*
- Producer or worker testimonies.*
- Feedback from representatives on their ability to function without interference.*

Guidance:

If local legislation restricts the right to freedom of association, group or farm management will not interfere in the development of an alternative method of free association and constructive dialogue with management.

Subcriterion 2.2.4 – Workers have the right to collective bargaining (ILO 98).

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms Exception(s) under Requirements	 All origins

Requirements:

- Regular consultations between employers and authorized workers' representatives concerning working conditions, remuneration, dispute resolution, internal relations and matters of mutual concern relating to workers are taking place (*applies only to groups and large farms*).
- Producers and workers have the right to peaceful assembly (*applies only to groups and large farms*).
- Results of collective bargaining are applied to workers.

Evidence:

- *Collective bargaining agreements signed between group or farm management and authorized producer or worker representatives.*
- *Communication related to collective bargaining discussions.*
- *Records of peaceful assemblies.*
- *Producer or worker testimonies.*

Guidance:

Peaceful assembly and collective bargaining must be done in accordance with local regulatory requirements (e.g., notifying the employer of a strike in advance). If local legislation restricts the right to peaceful assembly or collective bargaining, group or farm management will not interfere in the election of worker or producer representatives that may enter into constructive dialogues with management.

Subcriterion 2.2.5 – Additional basic human rights in line with international standards are upheld.

Criticality	Farm type	Scope
 Critical	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

The following rights and prohibitions are not violated:

- The right to life and security in accordance with Article 3 of the Universal Declaration on Human rights.
- The prohibition of torture, cruel, inhuman or degrading treatment in accordance with Article 5 of the Universal Declaration of Human Rights.
- The right to liberty and security in accordance with Article 9 of the Universal Declaration of Human Rights.
- The prohibition of arbitrary or unlawful interference with a person's privacy, family, home or correspondence and attacks on their reputation, in accordance with Article 17 of the Universal Declaration of Human Rights.
- The prohibition of interference with the freedom of thought, conscience and religion in accordance with Article 18 of the Universal Declaration of Human Rights.
- The people's right to dispose of a land's natural resources and to not be deprived of means of subsistence in accordance with Article 1 of the International Covenant on Civil and Political Rights.
- The prohibition of all forms of slavery, practices akin to slavery, serfdom or other forms of domination or oppression in the workplace, such as extreme economic or sexual exploitation and humiliation in accordance with Article 4 of the Universal Declaration of Human Rights and Art. 8 of the International Covenant on Civil and Political Rights.
- The prohibition of human trafficking in accordance with Article 3 of the Palermo Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime.

Evidence:

- *Human rights policy.*
- *Training records including dates, topics covered, number of participants.*
- *Training attendance lists including names, gender, age, and signatures of participants.*

- Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).
- Incidents or reported grievances related to violation of these human rights and follow-up actions.

Guidance:

These are examples of violations of the described rights and prohibitions:

- Farm management neglects basic safety measures, leading to accidents that result in the injury or death of farm workers. This is a violation of workers' right to life and security.
- Farm supervisors subject workers to physical abuse or severe verbal harassment, creating a hostile and degrading work environment. This constitutes a violation of the prohibition of cruel and degrading treatment.
- Workers are confined to the farm premises and are not allowed to leave freely, even during non-working hours. Their freedom of movement is restricted, violating their right to liberty and security.
- Farm management conducts intrusive and unwarranted searches of workers' living quarters without consent, violating their privacy rights.
- Workers are pressured or coerced into adopting specific religious beliefs or practices, violating their freedom of thought and conscience.
- The farm management engages in unsustainable land practices that degrade soil quality, harm local ecosystems, and disrupt the means of subsistence for neighboring communities.
- Workers are forced to work against their will, with no control over their employment conditions, wages, or freedom to leave, amounting to a form of modern slavery.
- Producers recruit workers from impoverished regions with false promises of high wages and good working conditions but force them into exploitative labor situations upon arrival, amounting to human trafficking.

Criterion 2.3 – Workers have decent and safe working and living conditions

Subcriteria under this criterion:

- 2.3.1 Working hours comply with national laws/international conventions and/or collective bargaining and overtime work is remunerated.
- 2.3.2 Wages comply with existing national minimum wages or sector agreements including seasonal and piece rate workers.
- 2.3.3 Workers receive understandable information about their employment conditions and are aware of their rights.
- 2.3.4 Workers have access to clean toilet facilities and to potable water and access to adequate food and clothing is not restricted.
- 2.3.5 Accommodation, where provided, is clean, safe, and meets the basic needs of the workers.
- 2.3.6 A safe and hygienic working environment shall be provided.

Subcriterion 2.3.1 – Working hours comply with national laws/international conventions and/or collective bargaining and overtime work is remunerated.

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

- Regular working hours of workers and employees are limited to 48 per week or less if provided by national law. For some specific jobs, e.g., security, more than 48 hours per week may be acceptable if specifically allowed by national law.
- Overtime is voluntary (consent) and paid according to national law. Required overtime is allowed if under extraordinary conditions, agreed to and/or negotiated in the Collective Bargaining Agreement (CBA).
- Workers enjoy at least one free day following six consecutive days worked as well as public holidays and annual leave.

Evidence:

- *Work schedules and timesheets showing hours worked for each worker, including daily start and end times, breaks, and total weekly hours worked.*
- *Records of salary payments.*
- *Signed employment contracts.*
- *Collective bargaining agreement.*
- *Signed consent forms for overtime for workers who voluntarily agree to work overtime.*
- *Records of workers' use of public holidays and annual leave.*
- *Worker testimonies.*

Guidance:

If overtime is required due to extraordinary conditions (and is allowed under the CBA), proof of such conditions should be documented.

Subcriterion 2.3.2 – Wages comply with existing national minimum wages or sector agreements including seasonal and piece rate workers.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

- Wages comply with existing national minimum wages or sector agreements and increase over time to reduce the gap with living wages.
- Seasonal and piece rate workers receive the same benefits as regular workers (e.g., housing, food, transport, hygiene) as applicable.

Evidence:

- *Records of salary payments.*
- *Records of benefits provided to workers, including housing, food, transport, and hygiene provisions.*
- *Collective bargaining agreement.*
- *Signed employment contracts.*
- *Records of wage increases.*
- *Documentation of wage structure.*
- *Documentation of piece rate calculation if a piece rate payment system is used.*

Subcriterion 2.3.3 – Workers receive understandable information about their employment conditions and are aware of their rights.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

- Workers have written contractual agreements and understand their employment conditions. Oral agreements are acceptable if allowed by national law.
- Contractual agreements are respected.
- Workers know their rights, duties and benefits (e.g., social security, maternity leave).

The following working conditions must be discussed, understood and agreed upon by the employer and employee:

- Job duties
- Location of work
- Hours of work (not exceeding 48 hours per week)
- Rate of pay and/or method of calculation
- Overtime rate of pay
- Frequency or schedule of payment
- The possibility for workers to take days off and conditions to do so
- The terms of breaching the employment contract (both for the worker and the employer)
- The prohibition of the group or the farmer to possess the identification documents of the worker

Evidence:

- *Documentation related to recruitment process, grievance mechanisms and payments process.*
- *Signed employment contracts.*
- *Neutral witness interviews reports (**compulsory** in the case of verbal agreements).*
- *Documentation demonstrating producer's adherence to contract (pay rates, work hours, leave policies).*

Subcriterion 2.3.4 – Workers have access to clean toilet facilities and to potable water and access to adequate food and clothing is not restricted.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

- Workers have access to potable water.
- Toilet and handwashing facilities are clean and accessible to workers. Access to adequate food and clothing is not restricted.

Evidence:

- Sanitary facility inspection records.
- Water quality testing reports.
- Documentation of drink water sources available to workers.
- Photographic evidence of toilet and handwashing facilities.
- Worker testimonies.
- Records of incidents or reported grievances related to drink water and sanitary facilities and follow-up actions.

Subcriterion 2.3.5 – Accommodation, where provided, is clean, safe, and meets the basic needs of the workers.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins
Within groups, applies only to large farms		

Requirements:

- Where needed, housing is provided by the employer that is clean, safe, and meets the basic needs of the workers.
- The housing is made from appropriate construction materials, safe from hazards and pollution, providing adequate shelter.

Evidence:

- Documentation of safety measures in place.
- Documentation of construction materials used.
- Photographic evidence of provided accommodation.
- Worker interviews to understand basic needs of the workers.
- Records of incidents or reported grievances related to provided accommodation and follow-up actions.

Subcriterion 2.3.6 – A safe and hygienic working environment shall be provided.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins
Exception(s) under Requirements		

Requirements:

- Work environment risks and hazards are identified, monitored and minimized.
- Monitoring of healthy and safe working conditions is carried out, including, for example, pesticide exposure, pesticide poisoning and other work-related health and safety issues. First aid kits are available.

- Procedures and equipment to minimize risks and ensure healthy and safe working conditions and practices (e.g., in relation to pesticides, machinery and heavy loads) are known, implemented and monitored (*only applies to groups and large farms*).
- Workers are trained regularly on occupational, health and safety practices (*only applies to groups and large farms*).

Evidence:

- Risk and hazard assessment report.
- Report of monitoring of healthy and safe working conditions.
- Health and safety procedures.
- Training records including dates, topics covered, number of participants.
- Training attendance lists including names, gender, age, and signatures of participants.
- Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).

Guidance:

Smallholders that do not have a documented health and safety program are aware of the main risks and implement measures to address them, such as personal protection, covering open wells and safety guards on machinery.

Criterion 2.4 – Community rights are upheld

Subcriteria under this criterion:

- 2.4.1 Land and water rights acquisition is with free, prior and informed consent (FPIC) of affected people.

Subcriterion 2.4.1 – Land and water rights acquisition is with free, prior and informed consent (FPIC) of affected people.

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

Land and water rights acquisition is carried out with free, prior, and informed consent of affected people with legal land use right including those who claim traditional land use right, especially indigenous people.

Evidence:

- Minutes of meetings with affected individuals to discuss land and water rights acquisition.
- Consent documentation signed by affected individuals or communities.
- Community agreements/memoranda of understanding describing rights and responsibilities of producers (if using communal land).
- Independent witness statements.

Guidance:

Free, Prior, and Informed Consent (FPIC) is a specific right granted to Indigenous Peoples recognised in the UN Declaration on the Rights of Indigenous Peoples (UNDRIP), which aligns with their universal right to self-determination. FPIC allows Indigenous Peoples to provide or withhold/withdraw consent, at any point, regarding projects impacting their territories. FPIC allows Indigenous Peoples to engage in negotiations to shape the design, implementation, monitoring, and evaluation of projects. The FPIC process should be performed in line with Rainforest Alliance Sustainable Agriculture Standard Annex Chapter 5 Section S11-2 'Conducting and FPIC Process'.

Sustainability objective 3 – Environmental responsibility

Training on agroforestry methods, resource conservation practices, pest management, pollution prevention, and methods to address climate change should contribute to reduced harm to the environment, safeguarding of resources, and enhanced climate adaptation and mitigation. Overall, this will make coffee production more environmentally sustainable and resilient.

Criteria under this objective:

- 3.1 Biodiversity: Practices maintain a healthy and balanced ecosystem
- 3.2 Pest & weed management: Practices minimize pesticide use and prevent harm to health and environment
- 3.3 Resource conservation: Soil quality and water sources are maintained or improved
- 3.4 Pollution is prevented, eliminated or reduced
- 3.5 Climate: Producers adapt to and mitigate climate change

Criterion 3.1 – Biodiversity: Practices maintain a healthy and balanced ecosystem

Subcriteria under this criterion:

- 3.1.1 Natural forests and ecosystems are protected from conversion or degradation whether legal or not (no deforestation or conversion) after 1 January 2014 (or earlier).
- 3.1.2 Conservation of biodiversity, including protected or endangered native flora and fauna and soil biota is supported.

Subcriterion 3.1.1 – Natural forests and ecosystems are protected from conversion or degradation whether legal or not (no deforestation or conversion) after 1 January 2014.

Criticality	Farm type			Scope
 Critical	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

There is no loss of natural forest after 1 January 2014 as a result of:

- 1) Conversion to agriculture or other non-forest land use;
- 2) Conversion to a tree plantation; or
- 3) Severe and sustained degradation. Areas that are assigned as legal reserve, conservation area or otherwise secured by law are protected.

To verify this, geolocation data will have to be provided:

- For plots of land (see Abbreviations and definitions section) smaller than four hectares, the geographical location shall be provided by means of a polygon or latitude and longitude coordinates corresponding to at least one latitude and one longitude point and using at least six decimal digits.

- For plots of land of equal to or more than four hectares, the geographical location shall be provided using polygons with sufficient latitude and longitude points to describe the perimeter of each plot of land.

Evidence:


- Geolocation data meeting the requirements described above.*
- Satellite imagery and maps to confirm no deforestation or conversion activities – to be consulted by auditor.*

Guidance:

The geolocation data requirements are aligned with the European Union Deforestation Regulation (Regulation (EU) 2023/1115 of 31 May 2023) but may change over time.

If producers are growing coffee on multiple plots of land, the size of each individual plot determines the required polygons/coordinates as described in the requirements above.

Subcriterion 3.1.2 – Conservation of biodiversity, including protected or endangered native flora and fauna and soil biota is supported.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms Exception(s) under Requirements	 All origins

Requirements:

- Up-to-date maps of the farm or farm area are available (including GPS coordinates and/or polygons), including production areas, forests, water bodies and buildings (*applies only to groups and large farms*).
- No hunting or extraction of endangered species of animals and plants is practiced. In case smallholders are hunting or collecting endangered species, there is evidence of activities to raise their awareness on conservation.
- Producers implement conservation practices as per applicable national GAP programs/standards.
- There is no use of genetically modified (transgenic) organisms in coffee production (GMO).

Evidence:

- Up-to-date maps of the farm or farm area (including GPS coordinates and/or polygons), including production areas, forests, water bodies and buildings.*
- Policies indicating that hunting or collecting endangered species is not allowed.*
- Communication around hunting or collecting endangered species.*
- Biodiversity conservation policies.*
- Reports on conservation initiatives.*
- Documentation confirming that GMOs are not used in coffee farming activities.*

Criterion 3.2 – Pest & weed management: Practices minimize pesticide use and prevent harm to health and environment

Subcriteria under this criterion:

- 3.2.1 Integrated pest, weed, and disease management strategies are adopted, and use of pesticides is minimised and recorded.
- 3.2.2 Pesticides and other hazardous chemicals are stored, applied, and disposed of, in the least hazardous manner for human health and the environment.
- 3.2.3 The use of agrochemicals meets all relevant legal requirements, including national and international treaties on highly hazardous and banned pesticides. Prohibited pesticides are not used and use of Phase-Out list pesticides is reduced.

Subcriterion 3.2.1 – Integrated pest, weed, and disease management strategies are adopted, and use of pesticides is minimised and recorded.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms Exception(s) under Requirements	 All origins

Requirements:

- Integrated Pest Management (IPM) techniques and measures are developed and implemented.
- Highly Hazardous Pesticides in use are identified and records are kept of all pesticides used, including of application doses and dates.
- Training on IPM is provided to producers and workers and locally relevant guidance is available on non-pesticidal methods for controlling coffee pests, weeds and diseases management (*applies only to groups and large farms*).

Evidence:

- *Integrated Pest Management (IPM) plan.*
- *Documentation of all Highly Hazardous Pesticides.*
- *Records of pesticide use, including names of pesticides, application doses, and dates of application.*
- *Training records including dates, topics covered, number of participants.*
- *Training attendance lists including names, gender, age, and signatures of participants.*
- *Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).*
- *Documentation demonstrating compliance with national or international Good Agricultural Practices (GAP) programs related to pesticide management.*

Guidance:

Highly Hazardous Pesticides are those that are acknowledged to present particularly high levels of acute or chronic hazards to health or environment according to internationally accepted classification systems such as WHO or GHS or their listing in relevant binding international agreements or conventions. In addition, pesticides that appear to

cause severe or irreversible harm to health or the environment under conditions of use in a country may be considered to be and treated as highly hazardous.⁵

Subcriterion 3.2.2 – Pesticides and other hazardous chemicals are stored, applied, and disposed of, in the least hazardous manner for human health and the environment.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms Exception(s) under Requirements	 All origins

Requirements:

- A plan for the application, storage and disposal of pesticides and other inputs is available and under implementation, including the identification of critical control points and risk mitigation measures (*applies only to groups and large farms*).
- Producers and workers handling or applying pesticides and other agricultural inputs are trained in proper handling (including application, storage and disposal; *applies only to groups and large farms*).
- Use, storage, and waste disposal of pesticides and other agricultural inputs is in line with agronomic recommendations and applicable legislation.
- Producers and workers handling pesticides and other agricultural inputs wear freely provided personal protection equipment (PPE). In the case of smallholders, hazard awareness is being raised and personal protection measures are being implemented.

Evidence:

- *Procedures for application, storage, and disposal of pesticides and other inputs.*
- *Training records including dates, topics covered, number of participants.*
- *Training attendance lists including names, gender, age, and signatures of participants.*
- *Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).*
- *Documentation showing alignment of use, storage, and waste disposal of pesticides and other agricultural inputs is in line with agronomic recommendations and applicable legislation.*
- *Documentation of permits, licenses, or approvals as required by local authorities.*
- *Records of personal protection equipment (PPE) distribution and usage.*

⁵ <https://www.fao.org/pesticide-registration-toolkit/information-sources/terms-and-definitions/terms-and-definitions-h>

Subcriterion 3.2.3 – The use of agrochemicals meets all relevant legal requirements, including national and international treaties on highly hazardous and banned pesticides. Prohibited pesticides are not used and use of Phase-Out list pesticides is reduced.

Criticality	Farm type	Scope
 Critical	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

- Pesticides in the Prohibited List of the GCP's Coffee Sustainability Reference Code (CSRC)⁶ are not used.
- Use of pesticides in the Phase-Out List of the CSRC⁶ is reduced and phased out by 2030, if feasible.

Evidence:

- *Procedures for use of pesticides including their names.*
- *Records of pesticide purchases, including invoices or receipts.*
- *Records of pesticide use, including names, quantities, and date of application.*
- *Transition plan for phasing out any pesticides on the Phase-Out list.*

Guidance:

Details on the criteria and detailed lists of pesticides can be found in the Prohibited and Phase-Out Lists.

Pesticides in the Prohibited List include those that are:

- *Listed under the Stockholm Convention, Rotterdam Convention or Montreal Protocol, or which meet the criteria of the Conventions and are recommended for inclusion by the Conventions' respective Chemical Review Committee.*
- *In one of the three most acutely toxic classifications via ingestion, skin contact or inhalation, or known carcinogens, classified by national or international agencies.*

Pesticides in the Phase-Out list include those that are classified by national and international agencies in the categories of:

- *Chronic hazard, including: probable carcinogens, known endocrine disruptors, known reproductive toxins or known mutagens.*
- *Environmental hazard (highly toxic to bees, OR two or more of: bioaccumulation, persistence, high toxicity to aquatic organisms)*

If local regulatory requirements prohibit the use of active ingredients that are not on the GCP Prohibited List they should not be used (e.g., glyphosate in Viet Nam).






⁶ https://www.globalcoffeeplatform.org/wp-content/uploads/2021/10/CSRC_PesticidesLists_OCT21.pdf

Criterion 3.3 – Resource conservation: Soil quality and water sources are maintained or improved






Subcriteria under this criterion:

- 3.3.1 Soil is protected from erosion by adequate soil conservation measures.
- 3.3.2 Soil fertility is maintained and improved.
- 3.3.3 Water resources are conserved and used efficiently.

Subcriterion 3.3.1 – Soil is protected from erosion by adequate soil conservation measures.

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins
<u>Requirements:</u> <ul style="list-style-type: none"> • Producers have knowledge of and implement techniques to maintain and control soil quality (physical, chemical, and biological). • Producers have knowledge of and implement techniques to prevent soil erosion. 				
<u>Evidence:</u> <ul style="list-style-type: none"> • <i>Procedures for maintenance and control of soil quality and prevention of soil erosion.</i> • <i>Results of soil quality testing.</i> • <i>Records of implementation of relevant techniques.</i> 				
<u>Guidance:</u> <p><i>Examples of techniques to maintain and control soil quality include precision farming, residue management, contour tillage, grass waterways, nitrogen-fixing plants, green manures and agroforestry techniques.</i></p> <p><i>Examples of techniques to prevent soil erosion include following contours with operations for soil preparation, using cover crops and placing wind breaks.</i></p>				

Subcriterion 3.3.2 – Soil fertility is maintained and improved.

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins
Exception(s) under Requirements				
<u>Requirements:</u> <ul style="list-style-type: none"> • Soil and/or leaf analysis is done and documented (<i>applies only to groups and large farms</i>). • Practices to increase fertility are in place. 				

- The application of synthetic fertilizer follows agronomic recommendations, is documented and if feasible reduced over time.
- Preparing or clearing of fields is not done using fire, except if specifically justified in the Integrated Pest Management plan.


Evidence:

- *Reports of soil and/or leaf analysis.*
- *Procedure on improvement of soil fertility.*
- *Records of fertilizer use, including quantities used and date of application.*
- *Description of steps taken to reduce fertilizer use, if feasible.*

Guidance:

Examples of practices to increase fertility include use of cover crops, soil is covered with leaf litter or organic mulch, (coffee) by-products available at farm level, composting, reducing soil acidity, planting shade trees and/or boundary plants, intercropping practices.

Subcriterion 3.3.3 – Water resources are conserved and used efficiently.

Criticality	Farm type	Scope
 Basic	<div>  Individual smallholders  Groups  Large farms </div> <p>Exception(s) under Requirements</p>	 All origins

Requirements:

- Water sources have been identified and are conserved by recycling, and by using reduced amounts so as not to endanger their sustainability.
- Producers are aware of water sources which are known or considered to be in critical stage or overused. If sources are in critical stage or overused, producers engage with local stakeholders to coordinate conservation efforts.
- Measures to reduce water use are implemented. In the case of smallholders, they are trained in efficient irrigation and processing where applicable.
- At central processing level, use of water is being measured and is used efficiently (*applies only to groups and large farms*).

Evidence:

- *Documentation of water sources, including whether they are in critical stage or overused, and conservation efforts.*
- *Records of water use.*
- *Training records including dates, topics covered, number of participants.*
- *Training attendance lists including names, gender, age, and signatures of participants.*
- *Training materials (e.g., copies of training materials, presentations, manuals, or guides used during the training sessions).*

Criterion 3.4 – Pollution is prevented, eliminated or reduced

Subcriteria under this criterion:

- 3.4.1 Good agricultural practices are implemented to minimize impacts on surface and ground water quality.
- 3.4.2 Waste should be prevented or reduced where feasible (wastewater, farm and processing by-products, fossil fuels).
- 3.4.3 Where waste cannot be prevented, reuse and recycling is maximized.
- 3.4.4 Hazardous wastes are safely disposed of in order to prevent contamination of water and soil resources as well as harm to human beings and animals.

Subcriterion 3.4.1 – Good agricultural practices are implemented to minimize impacts on surface and ground water quality.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

- Producers implement practices to minimize water pollution from chemical residues, fertilizers and erosion or other sources as per applicable national GAP programs/standards.
- Producers maintain existing riparian buffers (vegetated area between agricultural land and water body).
- For water bodies frequently used as drink water sources, a protective approach is applied. A riparian buffer zone of at least 10 m width adjacent to the water body is maintained or established. Next to this zone, there is an application-free zone of at least 20 m where the application of pesticides and fertilizers is strictly prohibited. In the next 20 m (ranging from 30 to 50 m away from the water body), any pesticide application is done using mechanical, hand-assisted, or targeted application techniques.




Evidence:

- *Map of farm indicating water bodies, riparian buffers, application-free zones, etc.*
- *Section in Integrated Pest Management plan describing steps taken to respect application-free zone.*

Guidance:

ISO 34 101-2 part 7 can be used as a basis of requirements for protection of freshwater bodies and waste management.

Subcriterion 3.4.2 – Waste should be prevented or reduced where feasible (wastewater, farm and processing by-products, fossil fuels).

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms Exception(s) under Requirements	 All origins

Requirements:

- Different types of waste generated are identified for their prevention and reduction.
- Wastewater treatment at centralised mills/washing stations meets legal wastewater quality parameters (*applies only to groups and large farms*).

Evidence:

- *Documentation of different types of waste generated.*
- *Plan for prevention and reduction of waste generation.*
- *Evidence of compliance with legal wastewater quality parameters.*

Guidance:

ISO 34 101-2 part 7 can be used as a basis of requirements for protection of freshwater bodies and waste management.

Subcriterion 3.4.3 – Where waste cannot be prevented, reuse and recycling is maximized.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

- Organic by-products from farming and processing are recycled and used on the farm to enhance soil fertility.
- Waste is separated appropriately.

Evidence:

- *Procedure on recycling of organic by-products.*
- *Records on recycling of organic by-products.*
- *Procedure on waste separation.*
- *Records on waste separation.*

Subcriterion 3.4.4 – Hazardous wastes are safely disposed of in order to prevent contamination of water and soil resources as well as harm to human beings and animals.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins

Requirements:

- Hazardous wastes are identified.
- Hazardous wastes/wastewater are treated.
- Waste is disposed of safely, in line with the different types of waste.

Evidence:

- *Documentation of hazardous waste types generated.*
- *Procedure on treatment of hazardous wastes/wastewaters and subsequent disposal.*
- *Records on hazardous waste/wastewater treatment.*
- *Records on hazardous waste disposal.*

Guidance:

Hazardous waste may include containers and residues from pesticides, fertilizer, and other chemicals, contaminated soil, contaminated personal protective equipment, and wastewater.

Criterion 3.5 – Climate: Producers adapt to and mitigate climate change

Subcriteria under this criterion:

- 3.5.1 Climate change adaptation and mitigation measures are identified and implemented.
- 3.5.2 Efforts are made to reduce the use of fossil fuels on farm and in processing.

Subcriterion 3.5.1 – Climate change adaptation and mitigation measures are identified and implemented.

Criticality	Farm type	Scope
 Basic	 Individual smallholders  Groups  Large farms	 All origins
	Exception(s) under Requirements	

Requirements:

- Producers have conducted a climate risk assessment plan. In the case of smallholders who do not have a climate risk plan, there is awareness about the impacts of climate (*applies only to groups and large farms*).

- Producers identify and implement measures to adapt to climate change.
- Producers work on carbon sequestration in the soil.
- Producers have identified main sources of greenhouse gases (GHGs) emissions in coffee production and processing by 2024 in order to document them in subsequent years, with a view to reducing them (*applies only to groups and large farms*).

Evidence:

- *Climate risk assessment plan.*
- *Evidence of awareness of climate impact.*
- *Documentation of identified climate change adaptation measures.*
- *Documentation of identified sources of GHG emissions.*
- *Plan for documentation and subsequently reduction of GHG emissions.*

Guidance:

Climate change adaptation measures may include: GAP, on-farm shade management, increased tree cover, agroforestry, irrigation, new plant varieties and diversification.

Climate change mitigation through carbon sequestration in the soil can be done through agroforestry, non-tillage, planting of cover crops (soil cover, shade trees) and/or applying intercropping practices.

Impacts of climate for producers to be aware of may include loss of suitable area for coffee production and shifts to higher altitudes, increased water stress, poor flowering and cherry development, increased outbreaks of pests and diseases.

Subcriterion 3.5.2 – Efforts are made to reduce the use of fossil fuels on farm and in processing.

Criticality	Farm type			Scope
 Basic	 Individual smallholders	 Groups	 Large farms	 All origins

Requirements:

- Energy use in coffee farming and processing is quantified and documented.
- Energy use is reduced and energy efficiency is improved.
- The use of renewable energy sources is maximized.

Evidence:

- *Records of energy use.*
- *Plan for reduction and efficiency improvement.*
- *Procedure for use of renewable energy sources.*
- *Records of use of renewable energy sources.*