



RGC COFFEE INC.

SUSTAINABILITY VALIDATION SCORECARD FOR FARMS

May, 2025

Version 1.4.



VALIDATION TOOL 3E

PRODUCERS SURVEY – FIELD NOTES

Producer name:			
Supply chain:			
National ID:	Age:	Gender	<input type="checkbox"/> Male
			<input type="checkbox"/> Female
Address:			<input type="checkbox"/> Other
Department			
Municipality			
Village			
Farm name			
Latitude GPS	°	'	" (N) (S)
Longitude GPS	°	'	" (E) (O)
Inspection Date:			

Inspection Type:	<input type="checkbox"/> Intern	<input type="checkbox"/> Extern	List of previous steps to be implemented
			<input type="checkbox"/> Introduction to 3E
			<input type="checkbox"/> Confidentiality statement
Inspector's name:			<input type="checkbox"/> Authorization to take pictures
			<input type="checkbox"/> Facilities roadmap
Company:			<input type="checkbox"/> Family and workers interview
			<input type="checkbox"/> Do not give recommendations



Farm Information:

Total area (ha)		Coffee area (ha)	
Production of coffee Kg Coffee parchment	Year:	Year:	Year:
Farm Size:	<input type="checkbox"/> Small (<10 ha)	<input type="checkbox"/> Medium (10-20 ha)	<input type="checkbox"/> Large (>20 ha)
Hectares in conservation: _____ Number of water bodies: _____	Use of other farm areas:		
N° coffee trees: _____ Average age of coffee trees: _____ Varietals: _____	Distance among trees _____ Distance between rows _____		

Type of worker	Quantity	N° workers Living at the farm
Permanent		
Temporary		

N° children living at the farm	N° children in primary school	N° Children in secondary school

Compliance with national laws vs 3E

For RGC Coffee, it is extremely important that its partners are actors that contribute to social, economic and environmental improvement, for this reason it is defined that in case a national, regional law or ILO recommendation is stricter than an 3E indicator, the national, regional law or ILO recommendation will prevail. In case the national law, regional law or ILO recommendation is less stringent than the 3E indicator, 3E indicator shall prevail.

Additionally, if there are workers, the square root of the total number of them must be interviewed, ensuring an equal selection of men and women, and taking into account the representation of vulnerable groups (including indigenous peoples, migrants, temporary and permanent workers, piece-rate workers, among others).



SECTION 1: ELEVATE

Criteria 1. Promotion and protection of health and well-being

Theme 1.1: Access to medical services and good treatment		
Indicator	Compliance	Guidance
1.1.1. Do you implement practices focused on ensuring access to medical services, emergency management and first aid for your workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Has a written policy <input type="checkbox"/> Enrolls them in a health service provider (EPS) <input type="checkbox"/> Supports workers in attending medical appointments <input type="checkbox"/> Provide medicines. <input type="checkbox"/> Pays for sick leave <input type="checkbox"/> Facilitates workers' access to programs that promote decent work, such as Las Manos del Café <input type="checkbox"/> Other, mention which one: _____ Guidance: Must meet at least one option. (It means, if producer comply with one option, you mark the box Yes. If no one option is met you mark the box No, if producer doesn't hire workers, you mark the box NA) Evidence verifier must confirm: - If producer (he/she) has a written policy focused on ensuring access to medical services, emergency management and first aid for your workers. If the policy is not written, you don't mark the check box. - Confirm if there is a formal enrollment in a medical insurance where the producer contributes to its payment enrollment – if medical insurance is 100% covered by the government and the producer no contributes to its payment, you don't mark the check box. - Confirm if producer gives financial support to his/her the worker can go to medical appointments or to buy medicines or to cover other concepts related to health. - Confirm if producer compensates the absent days of the worker related to injury/disabilities, you must mark the box, if there is no evidence, you don't mark the option.
1.1.2. Do you facilitate the participation in medical days to monitor the health conditions of your workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Guidance: This indicator assesses whether the producer facilitates or allows the participation of their workers in health campaigns organized by external entities such as the Association or Cooperative, the Coffee Growers Committee, local hospitals, or other relevant institutions. The indicator should be marked as "Not Applicable" in cases where the producer does not hire workers, or when no health campaigns are carried out in the region by these external organizations.
1.1.3. Do you implement good treatment practices for workers and provide good working conditions equally for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Food <input type="checkbox"/> Drinks for hydration <input type="checkbox"/> Respectful treatment <input type="checkbox"/> Offers additional benefits in addition to salary. *Must meet all options Guidance: If the producer complies with 3 of 4 options, the evaluation of indicator must be NO, just if all options are evidenced you must evaluate indicator as Yes. If the producer doesn't hire workers, criteria must be marked NA. Documentation is not required. Verifiers must find evidence to determine if the producer provides food, if provides beverages, if there is respectful treatment and if offers additional benefits to the salary (such as cash bonus, food supplies, education, healthcare

		support, others). This evidence must also be confirmed during worker interviews.
<p>1.1.4. Are permanent and temporary workers provided with housing in good conditions as needed protecting them from hazards and pollution?</p> <p>*Reference ILO recommendation N° 115</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Waterproof floor <input type="checkbox"/> Ventilation <input type="checkbox"/> Adequate roof <input type="checkbox"/> Lighting <input type="checkbox"/> Appropriate construction materials <p>*Must meet all options.</p> <p>Guidance: If the producer doesn't hire workers or doesn't provide housing the indicator must be evaluated as NA. For compliance Verifiers must confirm if the producer provides housing in good conditions to workers, if ensures the construction of housing is structural safety and gives reasonable levels of decency, hygiene, and comfort, establish minimum housing standards based on the local conditions. Must evaluate: 1. Floors are dry and are raised from the ground level, made from cement/ wood/ stone/ tile. 2. Sufficiently ventilated. 3. Roof is a permanent roof that protect them from extreme weather conditions, and air pollution, adequate ventilation. 4. Using permanent and safe construction materials, a structure that protect workers form extreme weather conditions, pollution, animals and insects.</p>
<p>1.1.5. Do you have clean, sufficient, and easily accessible sanitary facilities for workers?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Clean <input type="checkbox"/> Adequate <input type="checkbox"/> Easy access to workers <p>*Must meet all options.</p> <p>Guidance: If the producer doesn't hire workers or doesn't provide housing the indicator must be evaluated as NA. For compliance the verifier must confirm if the sanitary facility has at minimum a toilet, sink and shower, it must be clean and sufficient according to the number of workers. Also, must confirm that sanitary facilities are located at a safe distance from the dormitories (no more than a 30-minute walk according to WHO). if one of the above options is not met, the criteria is evaluated as NO.</p>
<p>1.1.6. Do the workers have clean, eating spaces that protect them from the sun and rain?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Clean spaces <input type="checkbox"/> Protected from sun and rain. <p>*Must meet all options.</p> <p>Guidance: If the producer doesn't hire workers or doesn't provide housing the criteria must be evaluated as NA. Verifier must confirm if there are eating and spaces available for workers and if they can have their meal protected from sun and rain. If any of the above options is not met, the criterion is evaluated as NO.</p>
Tema 1.2. Corporate Governance		
<p>1.2.1. Are you a member of a producer group or cooperative?</p> <p>*This indicator does not add or subtract points. It is informative.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Cooperative <input type="checkbox"/> Associative group <p>Which: _____</p> <p>Guidance:</p>



		<p>The verifier must confirm whether the producer is affiliated with a cooperative, associative group, or another organization that functions as a Producer Support Organization (PSO). This can be validated through interviews, supporting documentation, or official member lists.</p> <p>If the producer belongs to one of these organizations, "Compliant" should be selected and the corresponding name noted. If the producer does not belong to any, "Non-compliant" should be selected.</p> <p>This indicator is for informational purposes only and does not carry a numerical value in the audit.</p>
1.2.2. Do you receive training or information about your Association/Cooperative, governance and decision-making?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Assembly participation <input type="checkbox"/> Has the right to vote <input type="checkbox"/> He/she is a member of the board of directors <input type="checkbox"/> Meeting participation <p>*Must meet at least one option.</p> <p>Guidance: If producer doesn't belong to an association/group/cooperative, indicator must be evaluated as NA.</p>
1.2.3. Are you aware that you are participating in an 3E supply chain? *Documentation required Note: 3E programs are Todos al Agua, Las Manos del Café, Los Sueños del Café, La Vereda.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Voluntary participation. <input type="checkbox"/> Commits to meet national legislation. <input type="checkbox"/> Commits compliance with minimum 3E requirements or other sustainability standards. <input type="checkbox"/> Data management and image usage. <p>*Must meet all options</p> <p>Guidance: The verifier must confirm whether the producer is informed about their participation in a 3E supply chain. All of the following conditions must be met collectively in order to select the "Compliant" option. If any of these conditions are not met or the producer is not informed, the "Non-compliant" option must be selected.</p>

Criteria 2. Transparency and traceability

Theme 2.1. Traceability		
Indicator	Compliance	Guidance
2.1.1. Are you aware of the certification/verification schemes/direct trade programs in which you currently participate and do you take this information into account when marketing your coffee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>List the schemes to which you are linked:</p> <input type="checkbox"/> Fairtrade - FLO <input type="checkbox"/> Rainforest <input type="checkbox"/> Organic <input type="checkbox"/> Nespresso <input type="checkbox"/> C.A.F.E. Practices <input type="checkbox"/> Other – which: _____ <input type="checkbox"/> Nothing <p>Guidance: The verifier must confirm that the producer recognizes the scheme(s) in which he/she currently participates and that it allows him/her to make decisions at the time of marketing his/her coffee.</p>
MANDATORY	<input type="checkbox"/> Yes	The sales document includes: <input type="checkbox"/> Name



<p>2.1.2 Does the sales document for certified, verified or direct trade coffee clearly indicate the program through which you sell your coffee?</p> <p>*Documentary evidence required</p>	<input type="checkbox"/> No	<input type="checkbox"/> Receipt number <input type="checkbox"/> Volume of coffee <input type="checkbox"/> Price of the coffee <input type="checkbox"/> Certification of type of coffee <p>*Must meet all options</p> <p>Guidance: The verifier must confirm that the sales document (invoice) for certified, verified or direct trade coffee clearly indicates the program through which the producer sells its coffee.</p>
<p>MANDATORY</p> <p>2.1.3. Do you have access to information on the purchase price of coffee to conduct negotiations?</p> <p>*Documentary evidence required</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>How do you know the coffee price:</p> <input type="checkbox"/> Text message <input type="checkbox"/> Purchasing station board <input type="checkbox"/> Phone call <input type="checkbox"/> Social Networks <p>*Must meet at least one option</p> <p>Guidance: The verifier must confirm, the way the producer has access to coffee price information, in order to facilitate decision making in the negotiations. All options through which the producer accesses the information are valid. To indicate compliance with the indicator, at least one of the proposed options must be fulfilled.</p>
<p>2.1.4. Are you clear about the price premium of the different programs in which you participate?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>How do you know the price:</p> <input type="checkbox"/> Text message <input type="checkbox"/> Purchasing station board <input type="checkbox"/> Phone call <input type="checkbox"/> Social networks <p>*Must meet at least one option</p> <p>Guidance: The verifier must confirm the way the producer has accessed the information on the price premiums of the different programs in which it participates. All options through which the producer accesses the information are valid. To indicate compliance with the indicator, at least one of the proposed options must be fulfilled.</p>
<p>2.1.5. Do you know the mechanisms to make complaints and claims at your coffee buyer?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Guidance: The verifier should confirm which is the mechanism that the producer has to access to make complaints and claims at the place where the coffee is sold. The different mechanisms defined by the organization are valid, guaranteeing that complaints and claims can be expressed without fear of retaliation.</p>

Criteria 3. Access to safe water

Theme 3.1. Drinking Water		
Indicator	Compliance	Guidance
MANDATORY	<input type="checkbox"/> Yes	<input type="checkbox"/> Drinking water is safe.

<p>3.1.1. Do you, your family and workers have access to safe drinking water?</p>	<p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> It is stored in containers that protect it from contamination.</p> <p>*Must meet all options.</p> <p>Guidance: Verifier must confirm if the water that the producer consumes and provides to his family and workers is drinkable and safe through the method of purification implemented such as boiling, filtering, sedimentation, etc. If workers must bring their own water to the farm, the indicator is evaluated as NO. If the water provided looks unclear, unclear and with odors, indicator must be evaluated NO.</p>
<p>MANDATORY</p> <p>3.1.2. Is the water source from which your farm is supplied clean and safe?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Community pipeline</p> <p><input type="checkbox"/> Spring water</p> <p><input type="checkbox"/> Drinking water is provided by a private entity that guarantees quality.</p> <p><input type="checkbox"/> Other source, specify: _____</p> <p>*Must meet at least one option.</p> <p>Guidance: Verifier must confirm if the source of water is clean and safe by observation reviewing: - If the water from the source looks clean and running clear. - If there is any strange smell or odor coming from the water source, - If there is evidence of wild or domestic animal activity. - If there is evidence of chemical application, garbage, sewage, or empty chemical containers. - If there is any farm/facility upstream from the water source that could potentially pollute the water.</p>
<p>MANDATORY</p> <p>3.1.3. Do you implement actions to ensure safe water consumption?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Boil</p> <p><input type="checkbox"/> Disinfects with chlorine.</p> <p><input type="checkbox"/> Sedimentation, filtration, boiling.</p> <p><input type="checkbox"/> Uses commercial filter.</p> <p><input type="checkbox"/> Other purification method</p> <p>*Must meet at least one option</p> <p>Guidance: Verifier must confirm if the producer implements one of the above practices first before drinking and providing the water.</p>
<p>3.1.4. Have you attended any safe water management training?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Which organization provided the training: _____</p> <p>Guidance: Verifier must confirm if producer has participated in trainings regarding safe water through evidence material or concepts awareness about the topic told by the producer.</p>

Criteria 4. Productivity and Profitability

Tema 4.1. Post-Harvest Quality

Indicator	Compliance	Guidance
4.1.1. Do you implement post-harvest quality practices according to applicable GAP national programs/standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Coffee is processed the same day it is harvested. <input type="checkbox"/> Ferments coffee batches separately. <input type="checkbox"/> Avoid over fermenting. <input type="checkbox"/> Performs proper drying. <input type="checkbox"/> Drying area is adequate. <input type="checkbox"/> Use packaging that avoids contamination. <input type="checkbox"/> Storage place is independent, ventilated and free of humidity. *Must meet at least two options Guidance: This compliance can also be verified with sales invoices specifying the quality delivered. It is important that the grower or the person in charge of the postharvest process understands the flow of the product and the main risks in processing.
4.1.2. Do you know which are the coffee quality parameters required by the market?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Humidity (10-12%) <input type="checkbox"/> Yield (Around 90) <input type="checkbox"/> Physical defects (bitten, black, bleached, Broca beans) *Must meet all options Guidance: The producer can prove it by interview or present documents that relate the minimum quality conditions required.
Theme 4.2. Coffee trees renovation		
4.2.1. Do you have a renovation plan for your farm and do you take into account density parameters to ensure productivity according to applicable GAP national programs/standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Have a coffee tree renovation plan. <input type="checkbox"/> Renovation plan is implemented. *Must meet all options Guidance: The verifier must verify that the renewal plan must include the minimum percentages required to maintain a young productive structure, with varieties approved by the national governing body and with densities that guarantee the achievement of the productive potential.
4.2.2. Do you use resistant coffee varieties for new plantings according to applicable GAP national programs/standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Own seedbed with certified seed. <input type="checkbox"/> Producer organization, certified seed <input type="checkbox"/> Local market, certified seed Guidance: The verifier will be able to verify in the field the phenological characteristics of the established crops to validate which varieties have been implemented.
4.2.3. Do you use GMOs in coffee production?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The verifier can be supported by seed provenance records. Guidance: The verifier must confirm that no genetically modified organisms (GMOs) are used in coffee production. To do this, they may rely on records of the origin of the seeds used on the farm.

		If the verification concludes that GMOs are not used, the "Compliant" option must be selected. If the use of GMOs is identified or if there is uncertainty about the origin of the seeds that would rule out such use, the "Non-compliant" option must be selected.
4.2.4. Are your fertilization practices based on the nutritional needs of the crop according to applicable GAP national programs/standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Soil analysis every two years <input type="checkbox"/> Have a fertilization plan. <input type="checkbox"/> Fertilizer applications are carried out following the recommendations of an agronomist <input type="checkbox"/> Conducts foliar analysis *Must meet at least two options Guidance: The fertilization plan must contain at least the type of product to be used, the quantities and the method of application.
Theme 4.3. Business management		
4.3.1. Do you know about the main incomes and costs of the coffee you produce as well as income and costs beyond coffee and including off-farm activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Keep records of Coffee sales <input type="checkbox"/> Keep Coffee sales invoices. <input type="checkbox"/> Keep records of farm income <input type="checkbox"/> Keep records of workers payment and other services payments. <input type="checkbox"/> Keep records of inputs purchases *Must meet at least two options. Guidance: The verifier may also validate revenue and cost information consolidated in any information system.
4.3.2. Does your producer organization provide timely information from independent sources to enable you to make farm management decisions? Producer Organization: Is the entity that provides support to small producers that integrate a 3E supply chain.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Coffee Price information <input type="checkbox"/> Training in financial literacy and decisions taking <input type="checkbox"/> Fertilizers and agrochemicals information <input type="checkbox"/> Training <input type="checkbox"/> Other benefits *Must meet at least one option. Guidance: The verifier must confirm with the producer if the organization provides with information regarding coffee business to facilitate decision making, also must confirm if the information comes from independent sources, such as radio, newspapers, relevant websites, others. Evidence is confirmed by interview.
4.3.3. Does your producer organization offer support to make your farm more productive, profitable and sustainable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Inputs (plant material, fertilizers, pest control) <input type="checkbox"/> equipment (sprayers, tools, PPE) <input type="checkbox"/> Financing (Loans) <input type="checkbox"/> Technical support (on-farm technical assistance) *Must meet at least one option Guidance: The verifier may verify compliance through supporting documents such as records of input, equipment, or credit delivery; technical assistance reports; visit logs; payment

		receipts; or any other document that supports the type of assistance provided.
--	--	--

SECTION 2: EMPOWERMENT

Criteria 5. Human Rights

Theme 5.1. Social Policies		
Indicator	Compliance	Guidance
<p>MANDATORY</p> <p>5.1.1. Does your farm implement social practices that guarantee respect for and compliance with human rights with your workers?</p> <p>(Human rights are no discrimination of any kind, no human trafficking, freedom of association and organization, no discrimination, retaliation against union, worker representatives, no forced labor, there is not restriction of movement, equal treatment, no forced eviction, protection of children, no child labor, promoting schooling for children under 15 years of age)</p> <p>*For producers in Brazil, they must not be included on the “Brazilian Dirty List.”</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> The farm does not allow any type of discrimination based on gender, race, ethnicity, age or religion (ILO Convention 111 - discrimination in respect of employment and occupation).</p> <p><input type="checkbox"/> No forced labor practices are implemented, including force to work to pay debts (ILO Convention 29, 97, 105 and 143 - on forced labor).</p> <p><input type="checkbox"/> Workers can leave their workplaces and/or living quarters provided by the employer.</p> <p><input type="checkbox"/> No physical, sexual or verbal harassment or abuse of any kind is permitted in the workplace.</p> <p><input type="checkbox"/> No documents or wages are withheld (ILO Convention 29, 97, 105 and 143 - on forced labor).</p> <p><input type="checkbox"/> No forced eviction practices are implemented.</p> <p><input type="checkbox"/> There is freedom of association.</p> <p><input type="checkbox"/> No discrimination, retaliation against union, worker representatives.</p> <p><input type="checkbox"/> No treatment involving violence, harassment and/or abusive treatment in working conditions.</p> <p><input type="checkbox"/> Remuneration is established without any discrimination (ILO C100 - C111)</p> <p>*Must meet all options</p> <p>Guidance: The source of compliance must be verified through interviews with workers if they are present at the time of the evaluation. If the producer does not hire workers and only employs family labor, the evaluator must confirm that none of the practices are evident in the farm's work environment. To evaluate the indicator as Complies: The evaluator must confirm that the work environment is free from any form of discrimination, forced labor, convict labor, human trafficking, and is free of harassment and physical, sexual, or verbal abuse. If any of the above practices are observed, the evidence must specify the number and type of workers affected, as</p>



		well as the type of violation observed, and the indicator must be evaluated as Does Not Comply.
5.1.2 Do you have a plan to remedy situations related to human rights violations, gender-based violence and/or discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Guidance: Verifier confirms with the producer what he will do in case of a situation of Human Rights violation is presented, such as correction practices to address immediate risks and implement a corrective action to tackle the root causes of the problem. Additionally, interviews with workers must be made to confirm the indicator compliance.</p>
5.1.3 Do you implement measures to support participation and access to opportunities for all involved in farming and management based on the Gender equity and social inclusion (GESI) analysis of your producer organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p> <input type="checkbox"/> A gender equity and social inclusion (GESI) analysis has been conducted by the PSO <input type="checkbox"/> Actions have been implemented to promote GESI (such as inclusion plans, active participation of women or youth) Other: _____ </p> <p>*At least one of the actions must be fulfilled</p> <p>Guidance: The verifier must confirm whether the farm implements measures that promote participation and access to opportunities for all individuals involved in production and management, based on a gender equity and social inclusion (GESI) analysis conducted by their producer support organization. To select "Compliant," there must be evidence of at least one action or measure demonstrating this commitment. If at least one of these actions is not fulfilled, the "Non-compliant" option must be selected.</p>

Criteria 6. Labor legislation

6.1. Labor legislation compliance		
Indicator	Compliance	Guidance

<p>MANDATORY</p> <p>6.1.1. Does the producer ensure that workers receive at least the legally established minimum wage in the country, region, or sector, based on a 48-hour workweek or the corresponding legal limit according to local regulations?</p> <p>*Documentary evidence required</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p>How much is the payment per day: _____</p> <p>How much is paid based on productivity: \$ _____ per _____ unit</p> <p>Guidance: To determine the level of compliance, the verifier must confirm that the payment received by the workers meets, at a minimum, the legal minimum wage in effect in the country and applicable to the year in which the evaluation is conducted. This verification must be supported by documentary evidence. In the case of workers paid based on productivity (i.e., piece-rate), the evidence must include the productivity range (for example, kilograms per hour, indicating both the highest and lowest values), the price per unit (e.g., pesos per kilogram), the average time required to meet the productivity target, and the corresponding payment rate. Additionally, information must be available on the payment rates for different tasks performed on the entity, such as harvesting, weeding, and security. If the farm does not hire workers, this indicator shall be rated as "Not applicable." In cases where national or regional minimum wages are not established, organizations must first consult with the 3E Committee to determine the appropriate wage standard for the local industry.</p>
<p>6.1.2. Do you take additional actions to help your workers have a better income (helping to close the living wage gap)?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p><input type="checkbox"/> Pays wages above minimum wage.</p> <p><input type="checkbox"/> Facilitates access to complementary services such as: medical / visual / dental / BEPS, school aid, food security, calamity funds.</p> <p><input type="checkbox"/> Provides housing.</p> <p><input type="checkbox"/> Provides food.</p> <p><input type="checkbox"/> Other: _____</p> <p>*Must meet at least one option to have compliance.</p> <p>Guidance: For the compliance evaluation, the verifier must confirm that at least one of the proposed options is met. In the case of housing and food, these benefits must be additional to the salary; they are not part of the salary in kind. If the farm does not hire workers, this indicator will be rated Not Applicable. If none of the proposed practices are carried out, the indicator will be rated as Not applicable.</p>
<p>6.1.3. Do you make payments on a regular basis, with a maximum frequency of once a month?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p><input type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Every two weeks</p> <p><input type="checkbox"/> Weekly</p> <p><input type="checkbox"/> Other: _____</p> <p>Guidance: To determine compliance with this criterion, the verifier must verify, at a minimum, the type of payment provided to workers and the frequency with which payments are made. Acceptable arrangements for "regular" payments</p>

		include daily, weekly, biweekly, or monthly schedules. In contrast, a payment scheme based solely on end-of-harvest disbursements will not be considered regular and will be evaluated as NON-compliant. In cases where the producer does not hire any workers, this indicator will be rated as Not applicable.
6.1.4. Are social benefits paid for permanent and/or temporary workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>Indicate which: _____</p> <p>Guidance: The evaluator must confirm whether social benefits are paid for permanent and/or temporary workers. Compliance is considered when the employer either makes direct payments to the corresponding entities or provides the worker with the corresponding amount so that the worker can make the payment themselves. Both methods are considered valid and should be marked as "Compliant." If the farmer does not contribute in any way to the social benefits of workers—whether permanent or temporary—the indicator must be marked as "Non-compliant." If the farm does not hire any workers, either permanent or temporary, the indicator must be marked as "Not applicable." During coffee production and harvesting, various forms of payment may exist depending on the type of employment. For permanent workers, contributions should be verified based on the monthly wage. For temporary workers, the daily wage should be used as a reference. This distinction is key to conducting an accurate and fair assessment. To facilitate this verification, a table with updated mandatory contribution values for Colombia should be used, disaggregated by worker type and form of payment. If the audit takes place in another country, the table should be adapted to local regulations while maintaining the same data and structure. Social benefits per day: - Base: daily wage = COP \$47,450 - Health 8.5% = COP \$5,931 - Occupational Risk Insurance (ARL, Risk Level 3) 2.436% = COP \$1,156 - Occupational Risk Insurance (ARL, Risk Level 4) 4.350% = COP \$2,064 - Vacation = COP \$1,977 - Bonus (Prima) = COP \$4,510 - Total = COP \$63,088 Social benefits per month: - Base: monthly salary = COP \$1,423,500 - Transportation allowance = COP \$200,000 - Pension (AFP) = COP \$170,820 - Health (EPS) = COP \$177,938 - ARL (Risk Level 3) 2.436% = COP \$34,676 - ARL (Risk Level 4) 4.350% = COP \$61,922 - Severance (monthly provision) = COP \$135,292 - Severance interests (monthly provision) = COP \$16,235 - Bonus (monthly provision) = COP \$135,292 - Vacation = COP \$59,313 - Approximate monthly cost = COP \$2,414,988 Approximate annual cost = COP \$28,979,856 </p>
6.1.5. In the case of discounts for loans or advances to your employees, are these communicated and agreed in advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Social security deductions <input type="checkbox"/> Records of loans made <input type="checkbox"/> Discount agreements <p>Guidance: To establish compliance with the indicator, the verifier shall confirm whether discounts of any kind are made to workers.</p>

		<p>If there are any discounts, establish through an interview whether they are previously communicated and agreed with the worker.</p> <p>If the farm does not hire workers, this indicator will be rated Not Applicable.</p>
<p>6.1.6. Does the work schedule not exceed 48 hours per week and is there one day off per week?</p> <p><small>*Documentary evidence required</small></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p>Start: _____</p> <p>End: _____</p> <p>Lunch: _____</p> <p>Resting time: _____</p> <p>Guidance: To define compliance, the verifier must confirm that working hours do not exceed 48 hours per week. the farm has documentation to demonstrate working hours. All workers do not work more regular hours (i.e. regular hours excluding overtime) per day or per week than allowed by local laws. In regions where regular hours are not defined, they are defined as follows: 8 hours per day, 48 hours per week. If the farm does not hire workers, this indicator will be scored as Not Applicable.</p>
<p>6.1.7. If overtime work is required, is it defined as voluntary, not used regularly and complies with national requirements?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p>Value of overtime: _____</p> <p>Guidance: To define compliance with the indicator, the verifier must confirm whether the overtime worked is voluntary. Confirm whether the value paid for overtime corresponds to that established by national legislation. If the farm does not hire workers, this indicator will be scored as Not Applicable.</p>
<p>6.1.8. Do you have written contracts, so workers understand their benefits and conditions of employment and are they enforced? If permitted by law, verbal agreements are allowed.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p>Guidance: To define compliance with the indicator, the verifier must confirm whether the workers have a written or verbal contract that allows them to know their benefits and employment conditions. If the farm does not hire workers, this indicator will be scored as Not Applicable.</p>
6.2. Childhood protection		
<p>MANDATORY</p> <p>6.2.1. Are the workers you hire of legal working age (at least 15 years of age and ensuring national regulation)?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Age of youngest worker: _____</p> <p>Guidance: Child labor is not allowed, verifier must confirm that farmer doesn't employ children under 15 years of age.</p>
<p>MANDATORY</p> <p>6.2.2. Is child labor prohibited on your farm?</p> <p><small>(ILO Convention 10 - age of admission of children to agricultural work and 138 - minimum age for admission to employment)</small></p> <p><small>On small farms, children (under 15 years of age or older if stipulated by national regulation) of producers who own the farm may participate in the development of non-hazardous activities in coffee cultivation, supporting the performance of family tasks that in turn contribute to the development of skills, without putting their health, education and free development at risk.</small></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Guidance: According to ILO Minimum Age Convention 138, the minimum age shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years. If national regulation is stricter (e.g., more than 15 years) then national regulation shall apply.</p>

<p>In the event that these activities are carried out, the following aspects should be considered:</p> <ul style="list-style-type: none"> - Accompaniment by a parent or legal tutor. - Not interfering with recreation time - Not to interfere with education - Not to exceed 14 hours of work per week. 		
<p>MANDATORY</p> <p>6.2.3. Do minors under 18 years of age who are authorized to work do so in compliance with the requirements of the law and do not perform tasks that endanger their health, safety or morality?</p> <p>(ILO Convention 146: recommended minimum age, ILO Convention 182: Worst forms of child labor and ILO Convention 138 - minimum age for admission to employment)</p> <p><i>*Documentary evidence required</i></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p><input type="checkbox"/> Permission from the labor office</p> <p><input type="checkbox"/> Parents permission if accepted by the law.</p> <p>Guidance: If the producer does not hire labor under the age of 18, the criterion is rated as compliant.</p>
<p>6.2.4. MANDATORY</p> <p>Do children under the age of 15 living on the farm or accompanying workers attend school?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p>Time / Distance to nearest school:</p> <p>_____</p> <p>If no, please explain why:</p> <p>_____</p>
<p>Theme 6.3. Grievance mechanism</p>		
<p>6.3.1. Can workers make their labor grievances without fear of retaliation?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p><input type="checkbox"/> Complaints are addressed</p> <p><input type="checkbox"/> Does not retaliate</p> <p><i>*All options must be met to indicate compliance</i></p> <p>Guidance: The verifier must confirm the mechanism available to the producer for submitting complaints and grievances. Different mechanisms defined by the organization are valid, as long as they ensure that complaints and grievances can be expressed without fear of retaliation. If the farm does not hire workers, this indicator will be rated as Not Applicable.</p>
<p>6.3.2. Do you regularly meet with your workers (permanent and temporal) or representatives to discuss issues related to working conditions (wages, safety, environment) and other issues of concern? And if there is collective bargaining, do the results apply to all workers?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p><input type="checkbox"/> There is collective bargaining</p> <p><input type="checkbox"/> Benefits apply to all workers</p> <p>Guidance: It must be verified whether the producer meets with their workers or with worker representatives to discuss matters related to working conditions, such as wages, safety, and the work environment, as well as other topics of interest. These meetings do not necessarily require the existence of a formal employee association; they can take place through regular conversations between management and workers or their representative, as long as there is evidence that these interactions contribute to improving working conditions. It should also be verified whether workers, when they have a concern or need, feel they can approach the manager or person in charge to discuss these matters—</p>

		<p>an indication that there is an open and effective channel of communication.</p> <p>To mark "Compliant," this practice must be evidenced through records, testimonials, or interviews. If there are workers present on the farm, the auditor must interview them to confirm that such meetings do occur and that the mentioned topics are addressed. If there is also a collective bargaining agreement, it must be verified that the resulting benefits are applied to all workers.</p> <p>The indicator must be marked as "Non-compliant" when there is no evidence that these meetings or conversations take place, and no signs of communication between management and workers regarding these matters.</p> <p>The indicator will be marked as "Not applicable" only when the farm does not hire any workers, either permanent or temporary.</p>
--	--	---

Criteria 7. Health and Safety Risk identification and management

Theme 7.1. Identification and minimization of risks		
7.1.1. Are you aware of the occupational hazards present on your farm?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Mention the 3 most relevant risks:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Guidance: The verifier confirms if the producer recognizes the occupational hazards present on their farm such as: Fall hazards. Risk due to intoxication by agrochemicals. Risk from insect bites. Risk due to cutting with tools</p>
7.1.2. Based on the risks you mentioned above, have you implemented actions to minimize them?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Guidance: The verifier confirms whether the producer is implementing actions to minimize risks such as: - Training on proper handling of agrochemicals and safe - handling of tools. - Provision of personal protective equipment (such as gloves, safety glasses, hard hats). - Handrails in hazardous areas where required. Steps in slippery areas</p>
7.1.3. Do you know what to do in case of an accident and/or emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Guidance: The verifier confirms whether the producer knows what to do in the event of an accident or emergency, such as: Having an emergency plan and access to adequate medical care in case of injury or poisoning, essential to protect the health and safety of workers. Having a first aid kit with basic first aid supplies on hand.</p>
7.1.4. Are high risk areas properly identified and marked? * Documentary evidence required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><input type="checkbox"/> It has visible and easily understood safety and warning signs.</p> <p>Guidance: The verifier confirms that the producer has properly identified and marked high-risk areas, that these signs are visible and easy to understand, that they use pictograms, that they use the local language and that they inform in advance the people who could be affected.</p>

<p>7.1.5. Have you received any training on risk management, first aid, or emergency response?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Demonstrates knowledge gained from the training received on the topic.</p> <p>Guidance: The evaluator must confirm whether the farmer has received any training on risk management, first aid, emergency response, etc. The evaluator may rely on physical evidence of training materials provided or assess whether the farmer knows what to do in case of an emergency by asking direct questions such as: What specific types of risks have you identified on your farm? (Examples: insect bites, agrochemical poisoning, falls, use of agricultural machinery, electrical hazards, among others.) Have you conducted a risk assessment on your farm? If so, what were the main findings? What measures have you implemented to mitigate the identified risks? Do you have a written risk management plan to address potential adverse events?</p>
<p>7.2. Health and safety at work</p>		
<p>Indicator</p>	<p>Compliance</p>	<p>Guidance</p>
<p>7.2.1. Does your farm have a procedure to ensure good occupational health and safety practices?</p> <p>* Documentary evidence required</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>It has a procedure, but not in writing: _____</p> <p>Guidance: The verifier confirms whether the producer has written procedures to ensure good occupational health and safety practices.</p>
<p>7.2.2. Do you implement safe work practices on your farm?</p> <p>* Documentary evidence required</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Identifies risks and has a mitigation plan. <input type="checkbox"/> Risks and dangers are signposted <input type="checkbox"/> Delivery and mandatory use of PPE for workers exposed to risks <input type="checkbox"/> Training is provided <input type="checkbox"/> None</p> <p>*Must meet at least 2 options.</p> <p>Guidance: The verifier confirms whether the producer has procedures in place to ensure the implementation of safe work practices on their farm, such as: Training records - Documentation demonstrating that workers have received occupational safety and health training. This could include records of course attendance, dates of training and descriptions of topics covered. Occupational Health and Safety Plan: A copy of the farm's occupational health and safety plan, which should include specific policies and procedures to prevent accidents and injuries. PPE records: Documentation showing that protective equipment is provided and used when necessary.</p>
<p>7.2.3. Do you have a first aid kit for emergency management?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> The kit is sufficient and has everything necessary to deal with primary emergencies on the farm. <input type="checkbox"/> The products are in effect.</p> <p>*Must meet all options</p> <p>Guidance:</p>

		<p>The evaluator confirms that the producer has a first aid kit available for emergency response, which must include at a minimum the following items in usable condition:</p> <ul style="list-style-type: none"> - Adhesive bandages (Band-Aids) - Saline solution - Absorbent cotton - Pain relievers - Disposable gloves - Bottles of water and disinfectant wipes - Disinfectant - Scissors - Alcohol
Theme 7.3 Permitted agrochemicals		
<p>7.3.1. Are the agrochemicals you use and store on your farm allowed for cultivation and are they of low toxicity level (Blue and Green Bands)?</p> <p>* Documentary evidence required</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p><input type="checkbox"/> There is a list of agrochemicals that can be used.</p> <p><input type="checkbox"/> There is a list to identify prohibited agrochemicals.</p> <p><input type="checkbox"/> Learn about the options to replace a banned agrochemical with a low toxicity one.</p> <p>*Must meet at least one option</p> <p>Guidance: The verifier confirms that the farmer does not use prohibited products by reviewing the inputs stored on the farm and ensuring that all of them are included in the list of permitted pesticides, which must be available on the farm. This indicator is marked as "Not applicable" only if it is confirmed that the farmer neither uses nor stores any type of pesticide.</p>
<p>MANDATORY</p> <p>7.3.2. On your farm do you not purchase, store and/or use agrochemicals banned according to the Coffee Sustainability Reference Code Annex pesticide list.</p> <p>*See annex pesticide list_Oct21.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> In case the application of a prohibited agrochemical is found, mention which one it is _____</p> <p>Guidance: The verifier confirms that the producer is not using prohibited products on the crop by checking the products stored in the warehouse and ensuring that they are on the list of permitted pesticides that the grower must have on the farm.</p>
<p>7.3.3. Do you maintain records of the agrochemicals applied on your farm?</p> <p>* Documentary evidence required.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p><input type="checkbox"/> Includes product name</p> <p><input type="checkbox"/> Includes dosage</p> <p><input type="checkbox"/> Includes application dates</p> <p><input type="checkbox"/> Includes the name of the plot where the application was carried out</p> <p>*Must meet all options</p> <p>Guidance: The verifier checks whether the producer has an application control logbook where they record the product used, dosage, plot, and date of application.</p>
<p>7.3.4. Have you received training on the safe use, storage, and disposal of agrochemicals?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> He/she presents the training material provided on the subject.</p> <p>Guidance: The verifier confirms whether the producer has received training on the safe use, storage, and disposal of agrochemicals by observing the farmer's practices on the farm. They look for evidence that safe handling practices</p>

		are being followed, such as proper storage, the use of personal protective equipment, and correct disposal of empty containers. Additionally, the practice must be evaluated with the person who performs the activity.
7.3.5. Do you have adequate facilities to store agrochemicals according to agronomic recommendations and national legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Exclusive for agrochemicals <input type="checkbox"/> It has access restrictions <input type="checkbox"/> It has ventilation. <input type="checkbox"/> Store products according to label recommendations. <input type="checkbox"/> It is far from the social and food areas. <input type="checkbox"/> It has an emergency procedure in case of product spills and intoxication. *Must meet all options Guidance: The verifier confirms if the producer has a warehouse for the safe storage of agrochemicals on his farm, that it has an area for fertilizer storage and a warehouse where agrochemical containers are stored, which should not be within the reach of children, should be locked and well ventilated, and should have an anti-spill kit.
7.3.6. Do you know how to safely dispose of agrochemical waste, obsolete and empty containers according to agronomic recommendations and national legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Rational management of agrochemicals, avoiding waste generation. <input type="checkbox"/> Triple-wash, perforate and return to supplier. *Must meet all options Guidance: The verifier confirms whether the producer is making a safe disposal of empty agrochemical containers by verifying the place where they are being stored, verifying that they are not reused, that the containers are perforated and that deliveries are made to the company that makes the safe disposal of agrochemical containers.
7.3.7. Do you implement practices or strategies that allow you to reduce the use of agrochemicals and pesticides in the GCP phase out list by 2030, if feasible? *Documentary reference required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Performs targeted applications. <input type="checkbox"/> Performs pest and disease monitoring to determine if the level of infestation requires agrochemicals. *Must meet at least one option Guidance: The verifier confirms if the producer implements practices or strategies that allow him to reduce the use of agrochemicals, by visually verifying the presence of noble weeds in the lots and the presence of microfauna in the soil.
Theme 7.4. Protection and safe use of agrochemicals		
7.4.1. Do you have PPE on your farm? *PPE: Personal Protection Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	For which activity it is used: _____ Minimum must include <input type="checkbox"/> Protective suit <input type="checkbox"/> Protective eyewear <input type="checkbox"/> Boots <input type="checkbox"/> Filter mask



		<input type="checkbox"/> Waterproof gloves * Must meet all options Guidance: The verifier confirms if the producer has complete PPE which should consist of: - Goggles - Mask with activated carbon - Suit - Gloves - Boots
7.4.2. Do you ensure that your workers, yourself, or your family members use personal protective equipment (PPE) when handling agrochemicals?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> The producer or their family members use PPE during all activities related to the application or handling of agrochemicals <input type="checkbox"/> PPE is washed immediately after use <input type="checkbox"/> PPE is stored in a safe place outside the home <input type="checkbox"/> The producer provides PPE at no additional cost <input type="checkbox"/> The equipment is in good condition and appropriate for the tasks performed <input type="checkbox"/> Single-use items are properly disposed of after use * Must meet all options Guidance: The verifier must confirm, through an interview with the producer and the number of workers as applicable, that proper use of personal protective equipment (PPE) is ensured during the handling of agrochemicals. If all of these conditions are met, select "complies"; if any are not met, select "does not comply"; and if agrochemicals are not used on the farm, select "not applicable."
7.4.3. Do you have a place where people handling / mixing / applying agrochemicals can wash and clean equipment after these activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Guidance: The verifier confirms if there is a safe place on the farm designated for handling and washing of empty containers and fumigator (Biological bed) and a bathroom for the person who performed the application.
7.4.4. Have you received training on Safe Handling of Agrochemicals? *Documentary evidence required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Demonstrates the knowledge acquired through the training received on the topic Guidance: The verifier confirms whether the producer has training material on the use of PPE and asks guiding questions to determine knowledge on the subject.

SECCIÓN 3: EDUCATE

Criteria 8. Protection and conservation of natural resources

Theme 8.1. Natural Resources		
Indicator	Compliance	Guidance
MANDATORY 8.1.1. Do you have a written policy and implement actions that guarantee the conservation and protection of natural resources and legally declared reserve areas on your farm? *Documentary evidence required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Has a written policy <input type="checkbox"/> Identify protected areas within your farm. <input type="checkbox"/> Prohibits cultivation operations in protected areas. <input type="checkbox"/> Communicate to the farm workers and the community about the prohibition to carry out cultivation operations in the protected area. *Must meet all options. Guidance: Observation and interview must complement the documentary evidence to guarantee that producer is implementing the practice.
MANDATORY 8.1.2 Does your farm comply with all legal requirements applicable to your operation? *Documentary evidence required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Land tenure <input type="checkbox"/> Water use permit <input type="checkbox"/> Land and water rights acquisition is carried out with free, prior and informed consent of affected people with legal land/water use rights or those claiming traditional land use rights, especially indigenous people. <input type="checkbox"/> Other: _____ *Must meet all options. Guidance: Relevant documentation according to the rules of the country must be presented by the producer, documentation of traditional or customary use rights is accepted if the certificate holder demonstrates that they have legitimate right to use the land.
MANDATORY 8.1.3. Do you implement actions to ensure that protected areas are conserved, avoiding their deforestation and deterioration according to applicable national GAP programs/standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Has the area identified in map <input type="checkbox"/> Does not carry out agricultural activities. <input type="checkbox"/> No evidence of deforested areas <input type="checkbox"/> No use of pesticides <input type="checkbox"/> Not evidence of conversion areas to agriculture after 2014 * Must meet all actions in the list Guidance: Verifier must verify that protected areas are conserved, there is no evidence of production and processing activities, not evidence of deforestation and must verify the map of the farm identifies natural ecosystems, including water bodies and forests, and other existing natural vegetation, riparian buffer zones, agroforestry systems and protected areas.

Theme 8.2. Biodiversity		
<p>8.2.1. Does your farm protect biodiversity, have an inventory of species on your farm and no evidence of extraction of threatened or rare wildlife and prohibit hunting?</p> <p>*Documentary evidence required</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hunting is prohibited <input type="checkbox"/> It has a species inventory <input type="checkbox"/> There are no uncommon, threatened, or endangered animals in captivity <input type="checkbox"/> Invasive species are neither released nor introduced <p>*Must meet at least one option</p> <p>Guidance: The verifier must confirm whether biodiversity is protected on the farm, whether an inventory of present species exists, whether there is no evidence of extraction of threatened or uncommon wildlife, and whether hunting is prohibited. To mark "Complies," there must be documentary evidence supporting at least one of the listed conditions. If none of these conditions are met and the corresponding evidence is not available, "Does not comply" must be selected.</p>
<p>8.2.2. Do you promote the ecological diversity of the farm?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Trees are planted within the crop area <input type="checkbox"/> The farm has at least 4 native species <input type="checkbox"/> There is a restoration plan for native vegetation <input type="checkbox"/> Herbicides are not used to control ground vegetation/aggressive weeds <p>*Must meet at least one option</p> <p>Guidance: The verifier must confirm whether ecological diversity is promoted on the farm. To mark "Complies," at least one of the listed actions must be evidenced. If none of these conditions are met, "Does not comply" must be selected.</p>
Theme 8.3 Management and care of water		
<p>8.3.1 Are the natural water sources that are permanently present on the farm protected, including those known or believed to be in critical condition or overused? If the sources are in critical condition or overused, do the producers engage with local stakeholders to coordinate conservation efforts?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>Specify the number of permanent water bodies: _____</p> <input type="checkbox"/> A buffer zone is evident <input type="checkbox"/> No agricultural activities are carried out <input type="checkbox"/> No waste is disposed of <input type="checkbox"/> Workers are informed of the prohibition of agricultural activities in this area <input type="checkbox"/> The producer engages with local stakeholders to coordinate conservation efforts <p>*Must meet all options</p>

		<p>Guidance: The verifier must confirm whether the natural water sources permanently present on the farm are protected, including those known or believed to be in critical condition or overused. If any of the sources are in critical condition or overused, it must also be verified that the producers engage with local stakeholders to coordinate conservation efforts. To mark "Complies," there must be evidence of the existence of permanent water bodies on the farm and compliance with all listed actions. If not all actions are fulfilled, "Does not comply" must be selected. The option "Not applicable" should only be used when no permanent natural water sources exist on the farm.</p>
8.3.2 Are water springs protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> A buffer zone is evident <input type="checkbox"/> No agricultural activities are carried out <input type="checkbox"/> No waste is disposed of <input type="checkbox"/> Workers are informed of the prohibition of agricultural activities in this area <p>*Must meet all options.</p> <p>Guidance: The verifier must confirm that the water springs present on the farm are protected. To mark "Complies," all listed actions must be evidenced. If not all conditions are fulfilled, "Does not comply" must be selected. The option "Not applicable" should only be used when no water springs exist on the farm.</p>
8.3.3. Is there no evidence of direct or indirect contamination of water bodies caused by the discharge of solid and/or liquid waste from farm activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<p>Guidance: The verifier must confirm that there is no evidence of direct or indirect contamination of the water bodies present on the farm caused by the discharge of solid and/or liquid waste resulting from the activities carried out on the farm. To mark "Complies," there must be no indication that the water bodies are being affected by waste generated from agricultural or processing practices. If any evidence of contamination—whether direct or indirect—related to solid or liquid waste discharge is found, "Does not comply" must be selected. The option "Not applicable" should only be used when no water bodies exist on the farm.</p>
8.3.4. Are the wastewater from coffee processing treated to reduce or eliminate contamination in accordance with applicable national GAP programs/standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> WWMS <input type="checkbox"/> Green filters <input type="checkbox"/> hydrolytic reactor <input type="checkbox"/> Oxidation Lagoons <input type="checkbox"/> Runoff control <input type="checkbox"/> Others <p>*Must meet at least one option.</p> <p>Guidance: The evaluation applies to all sources of wastewater generated by the farm for coffee processing.</p>

<p>8.3.5. Do you implement actions that allow water savings in coffee processing?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Which:</p> <p><input type="checkbox"/> Dry hopper</p> <p><input type="checkbox"/> Pulp transportation without water</p> <p><input type="checkbox"/> Reuse of coffee washing water</p> <p><input type="checkbox"/> Reuse of home water</p> <p><input type="checkbox"/> Use of rainwater</p> <p><input type="checkbox"/> Other: _____</p> <p>*Must meet at least one action</p> <p>Guidance: If the producer delivers the coffee to a central wet mill, it is evaluated as a water consumption reduction practice and must be listed under the "Other" option.</p>
<p>8.3.6. Are you aware of the amount of water currently used during wet coffee processing (and irrigation, if applicable), and do you keep records and monitor usage to reduce consumption over time?</p> <p>*Documentary evidence required</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p><input type="checkbox"/> Is aware of the average water consumption during the processing stage (and irrigation, if applicable)</p> <p><input type="checkbox"/> Keeps records of the number of kilograms of cherry coffee processed vs. liters of water consumed</p> <p><input type="checkbox"/> Evidence of reduced water consumption over time</p> <p>*Must meet at least one action</p> <p>Guidance: If the producer delivers the coffee to a centralized processing facility, the practice is evaluated as "Not applicable," and the verifier must confirm that the producer does not use water during the post-harvest stage. Recommendations: - Calculate water consumption based on the water management index for coffee processing designed by Cenicafe - Perform calculations using flow rate measurements for coffee processing - Record water consumption used in coffee processing using a water meter</p>
<p>8.3.7. Have you received training on how to use water efficiently, save, reuse and recycle, as well as how to dispose of and treat wastewater?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Demonstrates the knowledge acquired through the training received on the topic.</p> <p>Guidance: The evaluator must verify awareness training on water care and conservation.</p>
<p>Theme 8.4. Continuous improvement</p>		
<p>8.4.1 Do you and your workers recognize the critical sustainability practices that must be followed on the farm?</p> <p>*Documentary evidence required</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Do not use prohibited agrochemical products</p> <p><input type="checkbox"/> No logging or deforestation</p> <p><input type="checkbox"/> Child protection</p> <p><input type="checkbox"/> Fair wages</p> <p><input type="checkbox"/> No discrimination</p> <p><input type="checkbox"/> Do not withhold documents</p> <p><input type="checkbox"/> Timely payment</p>



		<input type="checkbox"/> Human rights *Must meet all options. Guidance: The verifier must confirm that both the producer and their workers recognize the critical sustainability practices that must be followed on the farm. To mark "Complies," there must be documentary evidence demonstrating knowledge and compliance with all listed actions. If all actions are not fulfilled or the corresponding evidence is not available, "Does not comply" must be selected.
--	--	--

Criteria 9. Climate Change Adaptation

Theme 9.1. Climate change management		
Indicator	Compliance	Guidance
9.1.1. Does your farm implement actions to address climate change?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Soil management and conservation <input type="checkbox"/> Reforestation and shade management <input type="checkbox"/> Implementation of agroforestry systems <input type="checkbox"/> Reforestation, shade control <input type="checkbox"/> Efficient use of inputs (fertilizers, agrochemicals) *Must meet all options Guidance: The verifier must confirm that the farm implements actions to address climate change. To mark "Complies," there must be evidence of compliance with all listed actions. If not all of these actions are fulfilled, "Does not comply" must be selected.
9.1.2. Are you currently involved in a program or project that allows you to adapt to climate change?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Which: _____ _____ Guidance: The verifier will ask the producer about any projects or programs that support them in practices related to indicator 9.1.1. Although the producer will be asked directly about their participation, it is important that the verifier also confirms with the organization (OAP) whether the group of producers is involved in climate change adaptation initiatives, such as Todos al Agua. If so, the indicator is marked as "Complies."
9.1.3. Have you participated in trainings on climate change, adaptation and mitigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Demonstrates the knowledge acquired through the training received on the topic. Guidance: Verifier will ask producer for trainings in practices related with indicator 9.1.1



		The information provided by the producer during the visit must be verified with the Program Administrator Organization (PAO).
9.1.4 Do you understand the benefits of climate change adaptation on your farm?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Climate resilience <input type="checkbox"/> Less drought <input type="checkbox"/> Fewer pests <input type="checkbox"/> Higher production *Must meet at least one option. Guidance: At least one of the practices listed above must be recognized by the producer as beneficial for climate change adaptation.
9.1.5. Have you measured the carbon footprint of your farm, or has your farm been included in a group carbon footprint measurement? *Documentary evidence required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> The producer has identified the main sources of GHG emissions on their farm, both in coffee production and processing. <input type="checkbox"/> A plan is being implemented to reduce GHG emissions *GHG: Green house gas emissions *Must meet all options. Guidance: Although the producer is asked directly about their participation in carbon footprint measurement initiatives, such as Todos al Agua, it is important that the verifier also confirms with the program's managing organization (OAP) whether the group of producers is effectively involved in such initiatives. If so, the indicator is marked as "Complies."
Theme 9.2 Pest and Disease Management		
9.2.1 Do you have and implement a plan for integrated pest and disease management? *Documentary evidence required	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Integrated pest and disease management plan <input type="checkbox"/> Pest and disease monitoring is conducted <input type="checkbox"/> Physical measures are taken to control infestation hotspots <input type="checkbox"/> Cultural practices are implemented <input type="checkbox"/> Pesticides are used only as a last resort and are of low toxicity *Must meet all options. Guidance: The verifier must confirm that the farm has a plan and implements actions for the integrated management of pests and diseases. To mark "Complies," there must be documentary evidence supporting compliance with all listed actions. If all actions are not fulfilled or the corresponding evidence is not available, "Does not comply" must be selected.



<p>9.2.2. Have you received training on how to perform integrated pest management?</p> <p><small>*Documentary evidence required or observation of knowledge.</small></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> He/she presents the training material provided to him on the subject.</p> <p><input type="checkbox"/> Also trains workers.</p> <p><small>*Must meet all options.</small></p> <p><small>Guidance:</small> Verifier should review if relevant guidance on non pesticidal methods for control has been received by the farmer and their workers.</p>
<p align="center">Theme 9.3. Soil Care</p>		
<p>9.3.1 Do you implement actions to protect and maintain soil quality?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Ground cover (mulch, shade, vegetative cover)</p> <p><input type="checkbox"/> Agroforestry, nitrogen-fixing plants</p> <p><input type="checkbox"/> Proper waste management</p> <p><input type="checkbox"/> Composted organic matter is used as a source of fertilization (composting, green manure, pruning residues)</p> <p><input type="checkbox"/> Crop diversification</p> <p><input type="checkbox"/> Integrated weed management</p> <p><small>*Must meet at least two options.</small></p> <p><small>Guidance:</small> The verifier must assess through observation whether there is evidence of the implementation of these practices. Proper waste management involves implementing practices that prevent the direct disposal of solid or liquid waste onto the soil.</p>
<p>9.3.2. Is the waste generated on the farm separated and disposed of correctly and, ideally, is recycled?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Waste is disposed of in designated areas.</p> <p><input type="checkbox"/> Organic wastes are used as organic material</p> <p><input type="checkbox"/> Hazardous waste is taken to a special collection center.</p> <p><small>*Must meet all options.</small></p> <p><small>Guidance:</small> Verifier must review by observation if there is evidence of the implementation of this practices</p>
<p align="center">Theme 9.4. Energy</p>		
<p>9.4.1 Is coffee drying done in a natural way, prioritizing the use of climate-smart energies?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Indicate the percentage of naturally dried coffee.</p> <p><input type="checkbox"/> Keep track of firewood/other fuel used as a source for drying coffee.</p> <p>If other sources are used, indicate which: _____</p> <p><small>*Naturally dried means sun dry coffee</small></p>



		<p>*All actions on the list must be fulfilled, except when the coffee is delivered to central wet mills.</p> <p>Guidance: If the coffee is not dried on the farm under evaluation, the indicator must be rated as Compliant, since there is currently no Not Applicable option.</p>
<p>9.4.2. Do you keep records of the amount of energy consumed on the farm?</p> <p>*Documentary evidence required</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Keep records month by month of the Kwh consumed.</p> <p><input type="checkbox"/> Implements energy consumption reduction activities.</p> <p><input type="checkbox"/> Identifies renewable and non-renewable sources.</p> <p>*Must meet all options.</p> <p>Guidance: Records can be invoices of energy, or a registration of data of energy consumption.</p>
<p>9.4.3. Is the firewood used for drying coffee or household cooking sustainably sourced?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> NA</p>	<p><input type="checkbox"/> It comes from coffee pruning.</p> <p><input type="checkbox"/> Purchase from a firewood supplier</p> <p><input type="checkbox"/> It has a dendroenergetic forest.</p> <p><input type="checkbox"/> other low-impact forms of supply (e.g. recovery of waste products).</p> <p>*Must meet at least one option.</p> <p>Guidance: Verifier should confirm the source of the wood used through observation and the interview.</p>

Notes:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.





