

3E - SUPPLIERS CHECK LIST, VERSION 1.2 2025



3E	Criteria	Indicator	Documentation Required	Conformity (Yes/No)
RYING COMMUNITIES COMUNIDADES PE	1. Promotion and protection of health and wellbeing	1. Does the Organization have a policy that promotes access to medical services, emergency management and first aid for its employees and those in the supply chain?	Yes, it requires	
		2. From the following strategies, select which ones are implemented by the Organization to guarantee access to medical services, emergency management and first aid for the employees and those of the supply chain. Strategies must include at least one of the following ones: • Payment of compulsory medical insurance • Payment of prepaid medicine • Payment of private emergency service • Complete and current first-aid kit • Emergency brigade • Training	Yes, it requires	
		3. Please choose which social activities are performed or promoted by the organization to guarantee the well-being of the producers. Activities must include one of the following options: • Health group activities • Payment of insurance against accidents • Training for health care • Access to first aid kits • If others, mention which one	Yes, it requires	
		4. MAJOR INDICATOR Does the Organization have policies and programs that guarantee decent working conditions for its employees, such as good treatment, welfare services, freedom of association, attention to complaints and open lines of dialogue with workers and activities to promote the good organizational climate?	Yes, it requires	
		5. MAJOR INDICATOR Does the Organization implement actions to ensure compliance with good working conditions and in its supply chain to ensure ? Actions must include the following options: • Access to safe and habitable housing • Access to sanitary services • Access to safe water • Access to dining tables	Yes, it requires	
		6. What monitoring actions are implemented in the Organization and in the supply chain to guarantee good working conditions? • Internal audits • External audits • Implementation of projects in the field • Training activities	Yes, it requires	
	2. Transparency and traceability	1. MAJOR INDICATOR Does the organization have a written procedure that ensures the management plan to guarantee the chain of custody and economic transparency procedure of the coffees that have sustainability seals? (Example: Rainforest, UTZ, Fairtrade, C.A.F.E. Practices, Organic, 4C, other Direct trade standards).	Yes, it requires	
		2. MAJOR INDICATOR Does the Organization maintain records that guarantee the traceability of the coffee sold? Records must include: • Volume purchased • Volume sold • Quantity in storage • Information by supplier • Place where the coffee was processed • Place where the coffee was purchased • Place where the coffee was produced	Yes, it requires	
		3. MAJOR INDICATOR Does the Organization have a policy to ensure ethical and responsible business conduct in its own operations and in its supply chain? (The policy must contain compliance with national legislation and actions to prevent cases of corruption, extortion and money laundering).	Yes, it requires	
		4. MAJOR INDICATOR What mechanisms are implemented by the organization to guarantee transparency in negotiations at the level of its suppliers and at the producer level? Actions must include at least one of the following options: • Market information • Price publication • Quality conditions • Formal contracts • Formal billing • If other, mention which one	Yes, it requires	
		5. Does the Organization monitor the FOB price transferred to the producer for the transactions, guaranteeing that the price you receive corresponds to the quality of the coffee sold by the producer?	Yes, it requires	
		6. Does the Organization have a grievance mechanism in place that enables stakeholders to raise complaints of being negatively affected by its operations? The grievance mechanism should include at least the following elements: • Should be freely available • A grievance committee to evaluate and resolve the grievances (impartial). • The grievance mechanism has appropriate submission channels. • Allows any affected stakeholder to file a complaint (employees, farm owners, community members, suppliers, others). • Anonymous grievances are accepted • Protection and confidentiality is respected • It includes investigation process, deadlines and corrective action process.	Yes, it requires	
		7. Do the producers associated with the organization or that belong to associations in the supply chain receive information and are trained in good corporate governance? Trainings should cover at least the following topics: • Cooperatives and associativity • Solidarity economy • Assemblies participation • Cooperative sustainability • Wellbeing services • Others	Yes, it requires	
		8. Do you have an updated list of the producers that participate in the supply chain? The list template should include at least: • Name • Gender • Total area • Area under coffee • Production per year • Farm location (Country, region, municipality) • GPS points (Polygons for farms >4ha).	Yes, it requires	
		9. MAJOR INDICATOR Does the Organization perform sustainability risk assessments to determine its own level of compliance and of the members of its supply chain (Suppliers, subcontractors, producers) and based on this, designs continuous improvement plans, monitors and follows up every year. Evaluation should include: • High-risk sustainability practices and human rights must be evaluated. • There is a plan to resolve all non-conformities found. • Implement continuous improvement plans	Yes, it requires	
	3. Access to drinkable (safe) water	1. MAJOR INDICATOR In the organization and in the supply chain are implementing actions to promote access to safe water for all? Actions should include: • Provide water filters • Provide safe water (Bottled water, potable water dispenser, chlorine tablets) • Work jointly with other organizations, NGOs. • Offer training in procedures of safe water. • If others, mention which one.	Yes, it requires	
		1. the Organization sponsors or supports field programs, focused on increasing productivity? Options should be: • Soil analysis • Fertilization practices and access to fertilizers (Good management , records and reduce of synthetic fertilizer) • Materials for coffee tree renovation (prioritizing resistant coffee varieties, and avoiding use of GMO) • Techniques and tools for renovation • Conduct GAP trainings	Yes, it requires	