

## Opening Meeting – Checklist

- ☐ Introduction
- ☐ Confidentiality statement
- ☐ Inspection plan
- ☐ Role of guides & observers
- ☐ Cannot give recommendations
- ☐ Photography authorization
- ☐ Documents for review
- ☐ Worker interviews
- ☐ Review warehouse facilities
- ☐ Early ZT Notification & ZT-CAP procedure
- ☐ Questions

## Closing Meeting – Checklist

- ☐ Confidentiality statement
- ☐ Cannot give recommendations
- ☐ Initial findings explained
- ☐ Volume review
- ☐ Documents not available noted
- ☐ Last opportunity to present additional evidence
- ☐ ZT-NCs reported
- ☐ Early ZT Notification & ZT-CAP procedure
- ☐ Next steps & reporting
- ☐ Questions

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**SCS** global  
SERVICES

Starbucks Coffee Company

**C.A.F.E. Practices**

**Version 3.4**

## Field Notes for Warehouses – Version 1.2

### Applicant Information

Application number (ID):

Entity name:

Entity code:

Contact person:

Address:

Email:

Telephone:

GPS Latitude:

GPS Longitude:

Entity supported the costs  
of the verification?

- ☐ Yes, paid directly for the cost  
☐ Yes, paid indirectly for the cost (e.g., deductions from  
sales of coffee; logistical support)  
☐ No

### Verifier Information

Name of verification

organization:

Inspector(s) for this  
inspection:

Date(s) of inspection:

Person responsible for  
reviewing the report:

Date(s) of previous  
verification(s) of this entity:

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Gender: ☐ Male ☐ Female

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° ' " (N) (S)

° ' " (E) (W)

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Inspected during harvest?

☐ Yes☐ No

Warehouse Information

Year of most recent completed harvest (e.g., 2021/2022)

Total annual storage volume (Kg) based on inspection for most recent completed harvest\*:

Total annual storage capacity (Kg)*	Total stored volume (Kg)*	Total stored CP volume (Kg)
<div>*required field</div>	<div>*required field</div>	<div><input type="checkbox"/> Not Available</div>

Cherry:

Parchment:

Green:

If "Not Available" selected above, please include an explanation for why the information was missing (e.g., new entity, data unreliable etc.):

Are other products handled or processed at the entity?

☐ Yes☐ No

If yes, please specify:

Name:				Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:		Payment period:		
Pay per day:	Overtime? <div><input type="checkbox"/></div>	Overtime Pay? <div><input type="checkbox"/></div>	Total Pay per Day:		
Comments:					

Name:				Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:		Payment period:		
Pay per day:	Overtime? <div><input type="checkbox"/></div>	Overtime Pay? <div><input type="checkbox"/></div>	Total Pay per Day:		
Comments:					

Name:				Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:		Payment period:		
Pay per day:	Overtime? <div><input type="checkbox"/></div>	Overtime Pay? <div><input type="checkbox"/></div>	Total Pay per Day:		
Comments:					

Name:		Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

Name:		Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

Name:		Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

**Flows:**

Name(s) of mill(s) or warehouses(s) where coffee is sent: \_\_\_\_\_

How many kilograms (green coffee) are sent to each entity? \_\_\_\_\_

**Workers:**

Entity uses labor intermediaries? ☐ Yes ☐ No

Type of intermediary (if applicable): ☐ External subcontracting agency  
☐ Informal worker group leader/agent  
☐ Other: \_\_\_\_\_

Worker Type	Total Number	Number of workers hired directly by entity	Number of workers contracted through labor intermediaries	Number of workers living onsite
Permanent workers:				
Temporary/seasonal workers:				

Number of children living on site: \_\_\_\_\_

Number of children of **primary** school age: \_\_\_\_\_

Number of children of **secondary** school age: \_\_\_\_\_

# Subject Area: Economic Accountability

Criterion EA-IS1: Demonstration of Financial Transparency		
Indicators	C/ NC/ NA	Evidence/Justification
EA-IS1.3 Entity keeps receipts or invoices for the coffee (cherry, parchment, green) it buys or sells.	C	<div>Document required</div>
	NC	
	NA	
EA-IS1.4 Presented documents indicate: <b>date, names of buyer and seller, unit of measure</b> (volume or weight), <b>price per unit, quantity, type of coffee</b> (cherry, parchment or green).	C	<div> <div>Receipts for:</div> <div> <input type="checkbox"/> coffee purchased <input type="checkbox"/> coffee sold </div> <div>Documents include:</div> <div> <input type="checkbox"/> dates <input type="checkbox"/> names of entities buying and selling <input type="checkbox"/> units of measure <input type="checkbox"/> price per unit <input type="checkbox"/> quantity of coffee <input type="checkbox"/> type of coffee <input type="checkbox"/> all of the above </div> <div>Source of Evidence:</div> <div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ </div> </div>
	NC	
	NA	

Name:

Age:

☐ Permanent
☐ Temporary

Hours per day:

Payment period:

Pay per day:

Overtime?

Overtime Pay?

Total Pay per Day:

Comments:

Name:

Age:

☐ Permanent
☐ Temporary

Hours per day:

Payment period:

Pay per day:

Overtime?

Overtime Pay?

Total Pay per Day:

Comments:

Name:

Age:

☐ Permanent
☐ Temporary

Hours per day:

Payment period:

Pay per day:

Overtime?

Overtime Pay?

Total Pay per Day:

Comments:

## Subject Area: Social Responsibility

Name:		Age:	
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

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<p>SR-HP 1.3</p> <p><u><b>ZERO TOLERANCE:</b></u> Wages are <b>paid regularly</b> to all workers in cash, cash equivalent (check, direct deposit), or through in-kind payments (e.g., food), if legally permissible.</p>	C		<p>Type of payment: <input type="checkbox"/> cash <input type="checkbox"/> check <input type="checkbox"/> other: _____</p> <p>Frequency of payment:</p> <p><input type="checkbox"/> daily <input type="checkbox"/> weekly</p> <p><input type="checkbox"/> biweekly <input type="checkbox"/> monthly</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>	Document required
	NC			
	NA			
<p>SR-HP 1.7</p> <p>Employer pays for any national, legally required benefits (social security, vacation, disability) for <b>permanent workers</b>.</p>	C		<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>	Document required
	NC			
	NA			
<p>SR-HP 1.8</p> <p>Employer pays for any national, legally required benefits (social security, vacation, disability) for <b>temporary and seasonal workers</b>.</p>	C		<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>	Document required
	NC			
	NA			

**Subject Area: Environmental Leadership - Coffee Processing (Dry)**

Criterion CP-MT1: Management and Tracking Systems		
Indicators	C/ NC/ NA	Evidence/Justification
CP-MT1.1 <u>ZERO TOLERANCE:</u> Entity has a system and is tracking C.A.F.E. Practices coffee from initial purchase through point of export.	C	
	NC	
	NA	

Source of Evidence:

☐ Documentation: \_\_\_\_\_

☐ Interview: \_\_\_\_\_

☐ Observation: \_\_\_\_\_

[illegible]

		Document required
SR-HP1.9 Overtime pay meets national requirements. If workers are paid by production, overtime wages meet the local/regional/national requirements. If overtime pay has not been established by law, overtime is calculated at 150% of regular pay. If workers are paid by production, wages meet the above requirements.	C	Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No  <u>Overtime wages:</u> _____ per _____  <u>National requirement:</u> _____ per _____  Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
SR-HP1.12 Where in-kind payments (e.g., food) are legally permissible, in-kind payments are agreed to by the employee and the employer, and itemized in writing by product, quantity, average price, and frequency of distribution.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
SR-HP1.13 Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	
SR-HP1.14 Financial disciplinary penalties are not assessed against workers.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

Criterion SR-MS 1: Management Systems		
Indicators	C/ NC/ NA	Evidence/Justification
SR-MS 1.1 ZERO TOLERANCE: Entity provides transparency into their operations, policies, processes, and relevant records to Starbucks or its designated third party. Payroll records and time cards provided by management are true and accurate.	C	
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
SR-MS1.2 ZERO TOLERANCE: Money and/or gifts of any type are not offered to Starbucks or its designated third party	C	
	NC	
	NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____

SR-HP1.15 The use of continuous short-term employment contracts or the practice of terminating and then rehiring workers is not permitted as a means to avoid legal obligations related to wages and benefits.	C		Document required  Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC		
	NA		
SR-HP1.16 Workers are not required to pay a recruitment fee as a condition for employment.	C		Document required  Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC		
	NA		
SR-HP1.17 ZERO TOLERANCE: Labor intermediaries are only used where legally permissible. Legal status of the intermediary can be demonstrated at the time of inspection. All necessary documentation from the labor intermediary is made available at the time of the inspection to support evaluation of relevant Social Responsibility indicators.	C		Document required  Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC		
	NA		
Criterion SR-HP2: Freedom of Association/Collective Bargaining			
Indicators	C/ NC/ NA	Evidence/Justification	
SR-HP2.1 Workers have either direct communication or a designated representative to communicate with management or employer.	C		Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC		
	NA		

<p>SR-HP2.2 Workers are able to talk about workplace grievances with management or employer with no fear of reprisal.</p>	C		<p><i>Document required</i></p>
	NC	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>	
	NA		
<p>SR-HP2.3 Management policies recognize the workers' rights to organize and/or collectively bargain as allowed by national laws and international obligations.</p>	C		
	NC		
	NA	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>	
<p>SR-HP2.4 A workers' association or committee has been formed and governed by the employees, independent of management influence except where prohibited by law.</p>	C		
	NC		
	NA	<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>	
<p>SR-HP2.5 There are regular meetings between management and employees or worker's representative to improve working conditions.</p>	C		<p><u>Frequency of meetings:</u>          _____ meeting(s) per _____  <u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____</p>
	NC		
	NA		

<p>SR-WC4.11 For all enclosed work areas, there is a sufficient number of emergency exits that are clearly marked, unobstructed at all times, unlocked when workers are present or have latches that do not require special operation.</p>	C		<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
	NC		
	NA		
<p>SR-WC4.12 Employees are provided with a safe working environment.</p>	C		<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
	NC		
	NA		
<p>SR-WC4.13 All equipment used by workers is properly maintained and safe to use.</p>	C		<p><u>Source of Evidence:</u>  <input type="checkbox"/> Documentation: _____  <input type="checkbox"/> Interview: _____  <input type="checkbox"/> Observation: _____</p>
	NC		
	NA		

SR-WC4.7 Management reviews accident and injury records at least annually and updates safety procedures and training materials to prevent accident and injury re-occurrence.	C		Document required
NC			
NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____		
SR-WC4.8 Anyone who handles, mixes, or applies <b>agrochemicals</b> has convenient access to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.	C		
NC			
NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____		
SR-WC4.9 Authorized minors (minors older than 14) and pregnant women are prohibited from handling or applying <b>agrochemicals</b> , operating heavy machinery and/or heavy lifting.	C		
NC			
NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____		
SR-WC4.10 Entrance is prohibited to areas where <b>pesticides</b> were applied 48 hours prior without protective equipment.	C		
NC			
NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____		

SR-HP2.6 EXTRA POINT: If a workers' association or committee exists, a workers' association fund has been established to which management and workers contribute matching funds.	C		Document required
NC			
NA			
SR-HP2.7 EXTRA POINT: If a workers' association fund has been established, workers have access to association fund to finance projects that improve living conditions for workers and their families.	C		Workers' association exists? <input type="checkbox"/> Yes <input type="checkbox"/> No Workers' association fund? <input type="checkbox"/> Yes <input type="checkbox"/> No Equal access to fund? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
NC			
NA			
SR-HP2.8 If allowed by law, and agricultural worker organizations are established in the coffee sector, a collective bargaining agreement exists between employees and employer.	C		Document required
NC			
NA	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____		

Criterion SR-HP3: Hours of Work		
Indicators	C/ NC/ NA	Evidence/Justification
		<i>Document required</i>
SR-HP3.1 All workers do not work more regular hours (before overtime) per day or week than allowed by local law. If regular hours are not established, regular hours are considered as 8 hours per day, 48 hours per week.	C	
	NC	
	NA	
	C	<u>Regular hours per day/week/month/year:</u> ____ hrs per ____ for full-time workers ____ hrs per ____ for temporary workers <u>Total hours per day/week/month/year:</u> ____ hrs per ____ for full-time workers ____ hrs per ____ for temporary workers Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____
SR-HP3.3 All workers must not work more total hours (including overtime) in one day or week than allowed by local laws. If total hours have not been established by law, workers do not work more than 60 hours per week, except where a written agreement exists between workers and management.	NC	
	NA	
	C	<i>Document required</i>
SR-HP3.2 <b>All permanent workers</b> must have, as a minimum, the equivalent of one continuous 24 hour period off in each 7 day period, or longer if required by law, whichever is greater.	NC	
	NA	# of days off per 7 day period: ____ Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____

SR-WC4.2 Anyone handling or applying agrochemicals and operating machinery uses the appropriate protective equipment. • When applying pesticides, workers use respirators with filters, goggles, rubber boots, water-proof gloves, and impermeable clothing (SR-WC4.1). • When applying chemical fertilizers, workers use rubber boots, and if appropriate, gloves and protective goggles.	C		Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____	<i>Document required</i>
	NC			
	NA			
SR-WC4.3 Health and safety training occurs for all workers at least once a year, free of charge, and during regular working hours. Training is documented including instructors, agendas and attendance.	C			
	NC			
	NA			
SR-WC4.4 Training covers, at a minimum: use of protective equipment, safe handling of hazardous materials, operation of equipment and personal safety and hygiene.	C		Health & safety training occurs ____ times per year Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____	<i>Document required</i>
	NC			
	NA			
SR-WC4.5 For all enclosed work areas, there is a documented fire and emergency evacuation plan.  <i>Applicable to farms, mills, and warehouses.</i>	C			
	NC			
	NA		Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____	<i>Document required</i>
SR-WC4.6 Management maintains written injury reports. The written injury reports include the type of injury, name of worker, time and date, and location of the accident.	C			
	NC		Injury reports include: <input type="checkbox"/> type of injury <input type="checkbox"/> name of worker <input type="checkbox"/> time and date <input type="checkbox"/> location of accident Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____	<i>Document required</i>
	NA			

SR-WC3.4 Employer contributes to the cost of general health services <b>for all permanent workers.</b>	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		
SR-WC3.5 <u>EXTRA POINT:</u> Employer contributes to the cost of general health services for <b>all temporary/seasonal workers.</b>	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		
SR-WC3.6 Employer pays for all medical costs associated with documented work-related injuries and illnesses if not covered by other programs or services.	C	Worker injuries documented? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		
<b>Criterion SR-WC4: Worker Safety and Training</b>			
Indicators	C/ NC/ NA	Evidence/Justification	Document required
SR-WC4.1 Employer provides appropriate Personal Protective Equipment (PPE) to all applicable workers at no cost. • For farms: respirators with filters, goggles, rubber boots, water-proof gloves, impermeable clothing • For dry mills: goggles, ear plugs, masks	C	PPE for dry mill includes: <input type="checkbox"/> goggles <input type="checkbox"/> ear plugs <input type="checkbox"/> masks Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		

SR-HP3.4 If overtime work is required as part of the job, such requirements are clear at the time of hiring and recorded in writing and signed by the employee.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____	Document required
	NC		
	NA		
SR-HP3.5 Hours worked on potentially hazardous activities (e.g., pesticide exposure, very heavy labor, etc.) are limited according to the law. If hours have not established by law, the activities are limited to six hours per day.	C	# of hours worked per day on potentially hazardous activities: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____	Document required
	NC		
	NA		
SR-HP3.6 Employer has a paid sick leave program for <b>all permanent workers.</b>	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____	Document required
	NC		
	NA		
SR-HP3.7 Employer has an annual leave (vacation) program as required by law. If laws have not been established, annual leave for permanent workers is a minimum of ten working days per year (prorated in cases of less than one year of employment).	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____	Document required
	NC		
	NA		

SR-HP3.8 If workers do not take annual leave (vacation), employer can either allow vacation time to accrue or can pay wages for the equivalent amount of time accrued under the regular pay scale, where permissible by law.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____	Document required
	NC		
	NA		
<b>Criterion SR-HP4:</b> <b>Child Labor/Non-Discrimination/Forced Labor</b>			
<b>Indicators</b>	<b>C/ NC/ NA</b>	<b>Evidence/Justification</b>	
SR-HP4.1 <b>ZERO TOLERANCE:</b> Employer does not directly or indirectly employ any persons who are under the age of 14 or the legal working age (ILO Conventions 10 and 138).	C	Age of youngest worker: _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		
SR-HP4.2 <b>ZERO TOLERANCE:</b> Employment of authorized minors follows <b>all</b> legal requirements, including, but not limited to, work hours, wages, education, working conditions, and does not conflict with or limit their access to education (ILO Convention 10).	C	Evidence of authorization? <input type="checkbox"/> note from parents/guardians <input type="checkbox"/> verbal agreement <input type="checkbox"/> other _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		

SR-WC2.5 <b>EXTRA POINT:</b> Employer supports training or workshops for permanent/full-time workers on additional skills or trades (i.e. financial literacy, second language).	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		
<b>Criterion SR-WC3:</b> <b>Access to Medical Care</b>			
<b>Indicators</b>	<b>C/ NC/ NA</b>	<b>Evidence/Justification</b>	
SR-WC3.1 Employer has a medical care plan which includes transportation or a trained medical person (technical expert) is available in case of medical emergency.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		
SR-WC3.2 Employer provides sufficient, readily accessible, well equipped and <b>not expired</b> onsite first aid kits.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		
SR-WC3.3 <b>EXTRA POINT: If there is convenient and accessible medical care</b> , employer supports these facilities with either in-kind donations or financial support.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		

Criterion SR-WC2: Access to Education			
Indicators	C/ NC/ NA	Evidence/Justification	
SR-WC2.1 <u>ZERO TOLERANCE</u> : Children of legal school age who live onsite or accompany family members who are working onsite attend school.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NC		
	NA		
SR-WC2.2 If reasonable access to public education does not exist, <b>primary</b> school aged children of workers who live on-site have access to <b>primary</b> education, facilities and materials equal to national or regional requirements.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NC		
	NA		
SR-WC2.3 If reasonable access to public education does not exist, <b>secondary</b> school aged children of workers who live on-site have access to <b>secondary</b> education, facilities and materials equal to national or regional requirements.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NC		
	NA		
SR-WC2.4 <u>EXTRA POINT</u> : Employer supports local schools with either in-kind donations or financial support.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	Document required
	NC		
	NA		

SR-HP4.3 <u>ZERO TOLERANCE</u> : Employer enforces a policy of prohibiting discrimination on the basis of gender, race, ethnicity, age or religion (ILO Convention 111).  <i>Written policy required for large/medium farms, mills, and warehouses with more than 5 employees.</i>	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NC		
	NA		
SR-HP4.4 <u>ZERO TOLERANCE</u> : Employer enforces a policy that prohibits the use of forced, bonded, indentured, convict or trafficked labor (ILO Conventions 29, 97, 105 and 143).  <i>Written policy required for large/medium farms, mills, and warehouses with more than 5 employees.</i>	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NC		
	NA		
SR-HP4.5 <u>ZERO TOLERANCE</u> : The workplace is free from physical, sexual, and verbal harassment and abuse.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NC		
	NA		
SR-HP4.6 <u>ZERO TOLERANCE</u> : Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition of employment.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____	
	NC		
	NA		

<b>SR-HP4.7</b> All workers are employed, promoted, and compensated equally based upon their ability to perform their job, and not on the basis of gender, ethnicity, religious or cultural beliefs.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
<b>Criterion SR-WC1:</b> <b>Access to Housing, Potable Water and Sanitary Facilities</b>		
<b>Indicators</b>	<b>C/ NC/ NA</b>	<b>Evidence/Justification</b>
<b>SR-WC1.1</b> Permanent and temporary/seasonal workers living onsite have habitable housing.	C	<input type="checkbox"/> adequate ventilation <input type="checkbox"/> impermeable roof <input type="checkbox"/> lighting Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
<b>SR-WC1.2</b> Employer provides workers with convenient access to safe drinking water.	C	<input type="checkbox"/> water testing <input type="checkbox"/> water boiled <input type="checkbox"/> spring/well with concrete cap <input type="checkbox"/> other method of purification: Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

<b>SR-WC1.3</b> Worker housing has buffer zones, of 10 meters minimum width, from productive area and agrochemical storage facilities to prevent injury or agrochemical exposure to workers and their families.	C	Distance from productive area to worker housing: _____ meters Distance from agrochemical storage facilities to worker housing: _____ meters Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
<b>SR-WC1.4</b> Workers have convenient access to sanitary facilities that do not contaminate the local environment.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
<b>SR-WC1.5</b> Garbage from housing and facilities provided by employer is removed either to a municipal waste dump or to a waste site located at least 25 meters from any worker housing.	C	Distance from waste dump to worker housing: _____ meters Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	