



Starbucks Coffee Company

C.A.F.E. Practices *Version 3.4*

Field Notes for Processors – Version 1.2

Applicant Information

Application number (ID):

Entity name:

Entity code:

Contact person:

Gender: ☐ Male
☐ Female

Address:

Email:

Telephone:

GPS Latitude:

____ ° ____ ' ____ " (N) (S)

GPS Longitude:

____ ° ____ ' ____ " (E) (W)

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:

Inspected during harvest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Processor Information

Processor type: ☐ Wet ☐ Dry ☐ Wet/Dry

This entity only sorts and grades coffee: ☐ Yes ☐ No

Activities conducted at mill:

- | | | |
|----------------------------------|---|--|
| <input type="checkbox"/> Pulping | <input type="checkbox"/> Sun drying | <input type="checkbox"/> Mechanical drying |
| <input type="checkbox"/> Hulling | <input type="checkbox"/> Mechanical sorting | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Hand sorting | <input type="checkbox"/> Export |

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

<i>Year of most recent completed harvest (e.g., 2021/2022)</i>	<i>Total annual processing capacity (Kg)*</i>	<i>Total processed volume (Kg)*</i>	<i>Total processed CP volume (Kg)</i>
<hr/>	*required field	*required field	<input type="checkbox"/> Not Available
Cherry:	<hr/>	<hr/>	<hr/>
Parchment:	<hr/>	<hr/>	<hr/>
Green:	<hr/>	<hr/>	<hr/>

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:

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 ☐ External subcontracting agency

(if applicable): ☐ 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	Document required
	NC	
	NA	
EA-IS1.4 Presented documents indicate: date , names of buyer and seller , unit of measure (volume or weight), price per unit , quantity , type of coffee (cherry, parchment or green).	C	<p><u>Receipts for:</u></p> <p><input type="checkbox"/> coffee purchased</p> <p><input type="checkbox"/> coffee sold</p> <p><u>Documents include:</u></p> <p><input type="checkbox"/> dates</p> <p><input type="checkbox"/> names of entities buying and selling</p> <p><input type="checkbox"/> units of measure</p> <p><input type="checkbox"/> price per unit</p> <p><input type="checkbox"/> quantity of coffee</p> <p><input type="checkbox"/> type of coffee</p> <p><input type="checkbox"/> all of the above</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	

Subject Area: Social Responsibility

Criterion SR-HP1: Wages and Benefits		
Indicators	C/ NC/ NA	Evidence/Justification
SR-HP1.1 ZERO TOLERANCE: All permanent workers are paid the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid the local industry standard wage. If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	C	<i>Document required</i>
	NC	
	NA	
SR-HP1.10 EXTRA POINT: All permanent workers are paid MORE than the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid MORE than the local industry standard wage. If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	C	<u>Low-High range of payments per hr/day/wk:</u> Lowest payment: _____ per _____ Highest payment: _____ per _____
	NC	<u>National wage/industry standard:</u> _____ per _____
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
SR-HP1.2 ZERO TOLERANCE: All temporary and seasonal workers are paid the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid the local industry standard wage. If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	C	<i>Document required</i>
	NC	
	NA	

(See next page for related indicator)

<p>SR-HP1.11</p> <p>EXTRA POINT: All temporary and seasonal workers are paid MORE than the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid MORE than the local industry standard wage.</p> <p>If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.</p>	C	<p><u>Low-High range of payments per hr/day/wk:</u></p> <p>Lowest payment: _____ per _____</p> <p>Highest payment: _____ per _____</p> <p>Pay by Productivity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Payment per activity: _____ per _____</p> <p><u>National wage/industry standard:</u></p> <p>_____ per _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP1.3</p> <p>ZERO TOLERANCE: Wages are paid regularly to all workers in cash, cash equivalent (check, direct deposit), or through in-kind payments (e.g., food), if legally permissible.</p>	C	<p><i>Document required</i></p>
	NC	
	NA	
<p>SR-HP1.4</p> <p>Management maintains complete written earning records for at least the past year, which itemize all: wages, overtime worked, and deductions.</p> <p><i>For warehouses and mills, hours AND days worked must also be included in the records.</i></p>	C	<p><i>Document required for SR-HP1.4</i></p>
	NC	
	NA	

<p>SR-HP1.9</p> <p>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.</p>	C	<p><i>Document required</i></p> <p>Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Overtime wages:</u> _____per_____</p> <p><u>National requirement:</u> _____per_____</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:_____ <input type="checkbox"/> Interview:_____ </p>
	NC	
	NA	
<p>SR-HP1.12</p> <p>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.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:_____ <input type="checkbox"/> Interview:_____ </p>
	NC	
	NA	
<p>SR-HP1.13</p> <p>Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:_____ <input type="checkbox"/> Interview:_____ </p>
	NC	
	NA	
<p>SR-HP1.14</p> <p>Financial disciplinary penalties are not assessed against workers.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:_____ <input type="checkbox"/> Interview:_____ </p>
	NC	
	NA	

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	<i>Document required</i> <u>Source of Evidence:</u> <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	<u>Source of Evidence:</u> <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	<i>Document required</i> <u>Source of Evidence:</u> <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	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____
	NC	
	NA	

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

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

**Criterion SR-HP3:
Hours of Work**

Indicators	C/ NC/ NA	Evidence/Justification
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	<i>Document required</i>
	NC	
	NA	
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.	C	<u>Regular hours per day/week/month/year:</u> ____ hrs per ____ for full-time workers ____ hrs per ____ for temporary workers
	NC	<u>Total hours per day/week/month/year:</u> ____ hrs per ____ for full-time workers ____ hrs per ____ for temporary workers
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____
SR-HP3.2 All permanent workers 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.	C	<i>Document required</i>
	NC	
	NA	# of days off per 7 day period: ____ <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____

<p>SR-HP3.4</p> <p>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.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP3.5</p> <p>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.</p>	C	<p># of hours worked per day on potentially hazardous activities: _____</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP3.6</p> <p>Employer has a paid sick leave program for all permanent workers.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>SR-HP3.7</p> <p>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).</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
	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	<i>Document required</i> Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

Criterion SR-HP4: Child Labor/Non-Discrimination/Forced Labor
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Indicators	C/ NC/ NA	Evidence/Justification
SR-HP4.1 <u>ZERO TOLERANCE</u> : 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: _____
	NC	
	NA	
SR-HP4.2 <u>ZERO TOLERANCE</u> : Employment of authorized minors follows all 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	<i>Document required</i> 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: _____
	NC	
	NA	

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

SR-HP4.7 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	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

Criterion SR-WC1:
Access to Housing, Potable Water and Sanitary Facilities

Indicators	C/ NC/ NA	Evidence/Justification
SR-WC1.1 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 <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC1.2 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: <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

<p>SR-WC1.3</p> <p>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.</p>	C	<p>Distance from productive area to worker housing: ____meters</p> <p>Distance from agrochemical storage facilities to worker housing: ____meters</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: ____</p> <p><input type="checkbox"/> Interview: ____</p> <p><input type="checkbox"/> Observation: ____</p>
	NC	
	NA	
<p>SR-WC1.4</p> <p>Workers have convenient access to sanitary facilities that do not contaminate the local environment.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: ____</p> <p><input type="checkbox"/> Interview: ____</p> <p><input type="checkbox"/> Observation: ____</p>
	NC	
	NA	
<p>SR-WC1.5</p> <p>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.</p>	C	<p>Distance from waste dump to worker housing: ____meters</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: ____</p> <p><input type="checkbox"/> Interview: ____</p> <p><input type="checkbox"/> Observation: ____</p>
	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, primary school aged children of workers who live on-site have access to primary education, facilities and materials equal to national or regional requirements.	C	
	NC	
	NA	
SR-WC2.3 If reasonable access to public education does not exist, secondary school aged children of workers who live on-site have access to secondary 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	<div style="text-align: right;"><i>Document required</i></div> Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

SR-WC2.5 <u>EXTRA POINT:</u> Employer supports training or workshops for permanent/full-time workers on additional skills or trades (i.e. financial literacy, second language).	C	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

Criterion SR-WC3: Access to Medical Care

Indicators	C/ NC/ NA	Evidence/Justification
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	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC3.2 Employer provides sufficient, readily accessible, well equipped and not expired onsite first aid kits.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-WC3.3 <u>EXTRA POINT:</u> If there is convenient and accessible medical care , employer supports these facilities with either in-kind donations or financial support.	C	<i>Document required</i> <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

SR-WC3.4 Employer contributes to the cost of general health services for all permanent workers.	C	<i>Document required</i>
	NC	
	NA	
SR-WC3.5 <u>EXTRA POINT:</u> Employer contributes to the cost of general health services for all temporary/seasonal workers.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	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	<i>Document required</i> 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: _____
	NC	
	NA	

**Criterion SR-WC4:
Worker Safety and Training**

Indicators	C/ NC/ NA	Evidence/Justification
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: _____
	NC	
	NA	

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

<p>SR-WC4.11</p> <p>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>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>SR-WC4.12</p> <p>Employees are provided with a safe working environment.</p>	C	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>SR-WC4.13</p> <p>All equipment used by workers is properly maintained and safe to use.</p>	C	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	

Criterion SR-MS 1: Management Systems		
Indicators	C/ NC/ NA	Evidence/Justification
SR-MS1.1 <u>ZERO TOLERANCE</u> : 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	<div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-MS1.2 <u>ZERO TOLERANCE</u> : Money and/or gifts of any type are not offered to Starbucks or its designated third party	C	<div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

Subject Area: Environmental Leadership - Coffee Processing (Wet)

Criterion CP-WC1: Minimizing Water Consumption		
Indicators	C/ NC/ NA	Evidence/Justification
<p>CP-WC1.1</p> <p>The total volume of water used for pulping, washing, and sorting for coffee processing operations is tracked and recorded, documenting the annual total water used and volume per Kg of coffee cherry processed.</p> <p><i>Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.</i></p>	C	<p><i>Document required</i></p> <p><u>Records include:</u></p> <p><input type="checkbox"/> annual total quantity of water used</p> <p><input type="checkbox"/> annual volume per Kg of coffee cherry processed</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>CP-WC1.2</p> <p>If water is used for separating coffee cherry before pulping, then a siphon of less than 3 cubic meters is used.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>CP-WC1.3</p> <p>Processing facility recycles water used for both transporting coffee cherry and the pulping process.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	

<p>CP-WC1.4</p> <p>The amount of water used (liters of water per Kg green coffee) shows a decrease over time (until the ratio in CP-WC1.5 is achieved).</p> <p><i>Indicator should be evaluated “Not Applicable” for mills that process 3500 Kgs or less in green coffee.</i></p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>CP-WC1.5</p> <p>The ratio between water (used for pulping and washing) and coffee cherry is no more than 1:1 ratio (volume of water to volume of cherry).</p>	C	<p>Ratio of coffee cherry to water: _____</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>CP-WC1.6</p> <p>The mill demonstrates awareness of whether or not water stress exists in the watershed in which they are operating and takes steps to maximize efficiency.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	

<p align="center">Criterion CP-WC2: Reducing Wastewater Impacts</p>

Indicators	C/ NC/ NA	Evidence/Justification
CP-WC2.1 Wastewater from pulping and washing is managed in a way that does not contaminate the environment, including water bodies.	C	<div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CP-WC2.2 If wastewater from pulping and washing is released into a leach field or lagoon or sprayed onto fields, the distance between the edge of the fields or lagoon is a minimum of 40 meters from all permanent water bodies (e.g., perennial streams, springs, lakes, wetlands).	C	<div>Distance from field(s)/lagoon(s) to nearest water body: _____</div> <div>Source of Evidence:</div> <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CP-WC2.3 If wastewater is discharged into a water body or a drainage system, the following wastewater tests are conducted at all exit points (and meet established environmental regulatory norms) and are recorded on a monthly basis during operations. In the absence of environmental regulatory norms, the following parameters must be met: <ul style="list-style-type: none"> • Biological oxygen demand (1000 mg/L or ppm) • Chemical oxygen demand (1500 mg/L or ppm) • pH (5.0-9.0) <i>Indicator should be evaluated “Not Applicable” for mills that process 3500 Kgs or less in green coffee.</i>	C	<div>Document required</div> <div>Source of Evidence:</div> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

**Criterion CP-WM1:
Waste Management**

Indicators	C/ NC/ NA	Evidence/Justification
CP-WM1.1 Processing wastes are managed in such a way as to not contaminate the local environment.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CP-WM1.2 Skin, pulp, mucilage, and unacceptable cherries are composted or processed by worms.	C	Source of Evidence: <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	
CP-WM1.3 Organic processing byproducts are used as soil amendments by the farm or, in the case of an independent processor, distributed to local farmers.	C	Organic byproducts are: <input type="checkbox"/> used as soil amendments by the farm <input type="checkbox"/> distributed to local farmers Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

CP-WM1.4 Processing waste solids are recovered from sedimentation ponds, composted and used by coffee farms.	C	<u>Solids are:</u> <input type="checkbox"/> recovered from sedimentation ponds <input type="checkbox"/> composted <input type="checkbox"/> used by coffee farms <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

Criterion CP-EC1:
Energy Conservation

Indicators	C/ NC/ NA	Evidence/Justification
CP-EC1.1 The quantity of energy used on-site for coffee processing operations is recorded documenting both the annual total energy used AND, quantity of energy used per Kg of green coffee processed.	C	<i>Document required</i> <u>Documentation includes:</u> <input type="checkbox"/> annual total quantity of energy used <input type="checkbox"/> annual quantity of energy used per Kg of green coffee <u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
CP-EC1.2 At least 25% of parchment coffee is patio (sun) dried or dried in other energy efficient ways (e.g., greenhouses, raised beds, radiant solar drying systems).	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

<p>CP-EC1.3</p> <p>The quantity of wood or other fuel (except parchment skin) used for drying coffee is recorded, documenting both the annual AND per Kg of green coffee processed totals.</p>	C	<p><i>Document required</i></p> <p><u>Documentation includes:</u></p> <p><input type="checkbox"/> annual wood/fuel used</p> <p><input type="checkbox"/> annual quantity of wood/fuel used per Kg of green coffee</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>CP-EC1.4</p> <p>Wood used for drying coffee comes from pruning of coffee, shade trees, responsibly managed forests or other minimal impact harvests (e.g., salvage).</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	
<p>CP-EC1.5</p> <p>EXTRA POINT: The amount of total energy used per Kg of green coffee shows a decrease over time.</p>	C	<p><i>Document required</i></p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	

<p>CP-EC1.6</p> <p><u>EXTRA POINT:</u> Milling operation demonstrates innovation in energy sourcing through either the on-site production of renewable energy or purchase of offsets, or both (e.g., solar, wind, water, geothermal, biomass) beyond any locally available conventional source.</p>	C	<p><u>Milling operation demonstrates:</u></p> <p><input type="checkbox"/> onsite production of renewable energy</p> <p><input type="checkbox"/> purchase of offsets</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	

<p>Criterion CP-MT1:</p> <p>Management and Tracking Systems</p>

Indicators	C/ NC/ NA	Evidence/Justification
<p>CP-MT1.2</p> <p><u>ZERO TOLERANCE:</u> Mill has a system and is tracking C.A.F.E. Practices coffee from initial purchase or intake through final sale or output.</p>	C	<p><i>Document required</i></p>
	NC	
	NA	

Subject Area: Environmental Leadership - Coffee Processing (Dry)

Criterion CP-RM1: Mill Resource Management		
Indicators	C/ NC/ NA	Evidence/Justification
CP-RM1.1 The quantity of energy (e.g., electricity and diesel) used on-site for coffee processing operations is recorded, documenting both the annual total energy used, AND quantity of energy used per Kg of green coffee processed.	C	<i>Document required</i>
	NC	<u>Documentation includes:</u> <input type="checkbox"/> annual total quantity of energy used <input type="checkbox"/> annual quantity of energy used per Kg of green coffee processed
	NA	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
CP-RM1.2 EXTRA POINT: Records indicate the total amount of energy used per Kg of green coffee shows a decrease over time.	C	<i>Document required</i>
	NC	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NA	
CP-RM1.3 Parchment hulls from dry milling are recovered for use in mechanical coffee dryers, generating energy or other beneficial uses.	C	
	NC	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NA	

<p>CP-RM1.4</p> <p>EXTRA POINT: Milling operation demonstrates innovation in energy sourcing through either the on-site production of renewable energy or purchase of offsets, or both (e.g., solar, wind, water, geothermal, biomass) beyond any locally available conventional source.</p>	C	<p>Milling operation demonstrates:</p> <p><input type="checkbox"/> onsite production of renewable energy</p> <p><input type="checkbox"/> purchase of offsets</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
	NC	
	NA	

<p>Criterion CP-MT1:</p> <p>Management and Tracking Systems</p>

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

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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:	
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Name:			Age:	
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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:				

Opening Meeting – Checklist

- ☐ Introduction
- ☐ Confidentiality statement
- ☐ Inspection plan
- ☐ Role of guides & observers
- ☐ Cannot give recommendations
- ☐ Photography authorization
- ☐ Documents for review
- ☐ Worker interviews
- ☐ Review mill 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
