



Starbucks Coffee Company

C.A.F.E. Practices *Version 4*

Field Notes for Processors – Version 1.1

General Information

Application number (ID):

Entity name:

Entity code:

Contact person's name:

Contact person's relationship to entity:

- ☐ Entity owner ☐ Manager ☐ Employee
☐ Family Member ☐ Other

Address:

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:

Harvest Conditions

At least 50% of the total number of workers, permanent and temporary, are present on the day of inspection.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Wet processors: Machinery is operating or has been operating within one week preceding the inspection date.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Wet/Dry processors: both of the above conditions are met	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Meets in-harvest conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Processor Information

Processor type: ☐ Wet ☐ Dry ☐ Wet/Dry

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

Activities conducted at mill:

- ☐ Pulping
- ☐ Sun drying
- ☐ Mechanical drying
- ☐ Hulling
- ☐ Mechanical sorting
- ☐ Storage
- ☐ Grading
- ☐ Hand sorting
- ☐ Export

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

<input type="checkbox"/> Natural/ Sun-dried	Total annual processing capacity (Kg)*	Total processed volume (Kg)*	Total processed CP volume (Kg)
<input type="checkbox"/> Parchment			
<input type="checkbox"/> Cherry			
<input type="checkbox"/> Green			
	*Required field	*Required field	<input type="checkbox"/> Not Available

Crop year (e.g., 2023/2024)			
Volume:			

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: _____

Number of kilograms (green coffee) 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 family workers: _____

Number of minors living on site at time of inspection: _____

Economic Accountability

Criterion EA-F1: Financial Transparency		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p>MAJOR</p> <p>EA-F1.1 Entity keeps all receipts or invoices for the coffee (cherry, dried cherry, parchment, green) it buys or sells as C.A.F.E. Practices verified.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p><i>Document Required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
<p>MINOR</p> <p>EA-F1.2 Documents presented by the entity include date, names of buyer and seller, unit of measure (volume or weight), price per unit, quantity, type of coffee (cherry, dried cherry, parchment or green).</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p><i>Document Required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>

Social Responsibility

Criterion SR-H1: Wages and Contracts		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><u>ZERO TOLERANCE</u></p> <p>SR-H1.1 All permanent workers are paid at least the established legal minimum wage, or the wage agreed to through collective bargaining, in cash, cash equivalent (e.g., check, direct deposit), and/or through in-kind payments (e.g., food, transportation, housing), if legally permissible and agreed to by the worker. If minimum wages for permanent workers have not been established, all permanent workers are paid the standard wage as set by the C.A.F.E. Practices program.</p> <p>If workers are paid by production, wages meet the established daily legal minimum wage, proportional to the number of hours worked, or, where minimum wage has not been established, the standard wage as set by the C.A.F.E. Practices program.</p>	<p>C</p> <hr/> <p>NC</p> <hr/> <p>NA</p>	<p><u>Collective bargaining agreement:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Low-High range of payments per hr/day/wk:</u> Lowest payment: _____ per _____ Highest payment: _____ per _____</p> <p><u>National wage/industry standard:</u> _____ per _____</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>

<p><u>ZERO TOLERANCE</u></p> <p>SR-H1.2</p> <p>All temporary and seasonal workers are paid at least the established legal minimum wage, or the wage agreed to through collective bargaining, in cash, cash equivalent (e.g., check, direct deposit), and/or through in-kind payments (e.g., food, transportation, housing), if legally permissible and agreed to by the worker. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid the standard wage as set by the C.A.F.E. Practices program.</p> <p>If workers are paid by production, wages meet the established daily legal minimum wage proportional to the number of hours worked, or, where minimum wage has not been established, the standard wage as set by the C.A.F.E. Practices program.</p>	C	
	NC	<p><u>Collective bargaining agreement:</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Low-High range of payments per hr/day/wk:</u></p> <p>Lowest payment: _____ per _____</p> <p>Highest payment: _____ 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>
	NA	
<p><u>ZERO TOLERANCE</u></p> <p>SR-H1.3</p> <p>All wages are paid regularly to all workers as required by law, but at least monthly.</p>	C	
	NC	<p><u>Type of payment:</u></p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Check</p> <p><input type="checkbox"/> Electronic transfer</p> <p><input type="checkbox"/> Other: _____</p> <p><u>Frequency of payment:</u></p> <p><input type="checkbox"/> Daily</p> <p><input type="checkbox"/> Weekly</p> <p><input type="checkbox"/> Biweekly</p> <p><input type="checkbox"/> Monthly</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NA	

<div>MAJOR</div> <div>SR-H1.4 Management maintains all payment records for all workers for at least 12 months prior and up to the date of the inspection.</div>	<div>C</div> <div>OFI</div> <div>NA</div>	<div>Document Required</div> <div>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</div>
<div>MINOR</div> <div>SR-H1.5 All workers have access to their earnings records, which, except for those of workers paid by productivity, itemize all wages, overtime and deductions, as applicable.</div>	<div>C</div> <div>OFI</div> <div>NA</div>	<div>Document Required</div> <div>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</div>
<div><u>ZERO TOLERANCE</u></div> <div>SR-H1.6 The rate of overtime payment, including pay by productivity, meets that established by law.</div>	<div>C</div> <div>NC</div> <div>NA</div>	<div>Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>Overtime wages: _____per_____</div> <div>Legal requirement: _____per_____</div> <div>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</div>

<div>MAJOR</div> <div>SR-H1.7</div> <div>If overtime pay has not been established by law, overtime is calculated at 150% of regular pay.</div>	C	<div>Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>Overtime wages: _____per_____</div> <div>Source of Evidence: <input type="checkbox"/> Documentation:_____ <input type="checkbox"/> Interview:_____</div>
	OFI	
	NA	
<div>MAJOR</div> <div>SR-H1.8</div> <div>Any in-kind payments are itemized in writing by product, quantity, average price, and frequency of distribution.</div>	C	<div>Document Required</div> <div>Source of Evidence: <input type="checkbox"/> Documentation:_____ <input type="checkbox"/> Interview:_____</div>
	OFI	
	NA	
<div>MAJOR</div> <div>SR-H1.9</div> <div>Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.</div>	C	<div>Document Required</div> <div>Source of Evidence: <input type="checkbox"/> Documentation:_____ <input type="checkbox"/> Interview:_____</div>
	OFI	
	NA	

MAJOR SR-H1.10 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	<div></div>
	OFI	
	NA	
MAJOR SR-H1.11 All permanent workers must have written contractual agreements, which are upheld by the employer and include information on job description, location, working hours, pay rate, deductions, paid leave, and any nationally determined benefits.	C	<div>Document Required</div>
	OFI	
	NA	

Criterion SR-H2:
Hours of Work

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MAJOR SR-H2.1 Regular working hours are limited to 8 hours per day, 48 hours per week. Overtime hours do not exceed 12 hours per week, barring exceptional circumstances, for which a written agreement between workers and management exists.	C	<div>Document Required</div>
	OFI	
	NA	

MAJOR SR-H2.2 All permanent workers must have, as a minimum, the equivalent of one continuous 24-hour period off in each 7 day period . When, due to peak harvest, and if allowed by law, a weekly rest day is not observed, the employer develops compensatory special rest schemes in agreement with permanent workers and/or workers' representatives.	C	<i>Document Required</i> Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	OFI	
	NA	

Criterion SR-H3: Forced Labor and Discrimination

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MAJOR SR-H3.1 All workers know their employment conditions (e.g., benefits provided, requirements for overtime, and/or hazardous work), which are made clear at the time of hiring and respected by the employer.	C	
	OFI	
	NA	
<u>ZERO TOLERANCE</u> SR-H3.2 Financial disciplinary penalties are not taken against workers, unless legally required.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____
	NC	
	NA	

<p><u>ZERO TOLERANCE</u></p> <p>SR-H3.3</p> <p>No worker is required to pay a recruitment fee and/or is charged fees such as transportation, medical exams, etc. as a condition for their employment.</p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p><u>ZERO TOLERANCE</u></p> <p>SR-H3.4</p> <p>Management 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 farms, mills, and warehouses with more than 5 employees.</i></p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Observation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p><u>ZERO TOLERANCE</u></p> <p>SR-H3.5</p> <p>Management enforces a policy that prohibits all forms of harassment and abuse in the workplace, whether physical, sexual, verbal, and/or psychological (i.e., threats).</p> <p><i>Written policy required for large farms, mills, and warehouses with more than 5 employees.</i></p>	C	<p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Observation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
	NC	
	NA	

<p><u>ZERO TOLERANCE</u></p> <p>SR-H3.6 Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition of employment.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Observation: _____ <input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p><u>ZERO TOLERANCE</u></p> <p>SR-H3.7 Employer enforces a policy of prohibiting any type of discrimination, including, but not limited to, those described in ILO Convention 111.</p> <p><i>Written policy required for large farms, mills, and warehouses with more than 5 employees.</i></p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Observation: _____ <input type="checkbox"/> Interview: _____</p>
	NC	
	NA	
<p>MAJOR</p> <p>SR-H3.8 All workers are employed, promoted, and compensated equally based upon their ability to perform their job, and not on the basis of gender, ethnicity, and/or religious or cultural beliefs.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Observation: _____ <input type="checkbox"/> Interview: _____</p>
	OFI	
	NA	

<p>Criterion SR-H4: Child Labor</p>

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p>MAJOR</p> <p>SR-H4.1 Management carries out risk assessment to determine if there is a risk for child labor at the entity. In cases where child labor is found to be a risk, management has implemented a child labor monitoring and mitigation plan.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p><i>Document Required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Observation: _____ <input type="checkbox"/> Interview: _____</p>
<p>MAJOR</p> <p>SR-H4.2 Entity displays a written policy prohibiting child labor.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p><i>Document Required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Observation: _____ <input type="checkbox"/> Interview: _____</p>

<p><u>ZERO TOLERANCE</u></p> <p>SR-H4.3</p> <p>Children under the age of 14, or the legal working age if above 14, do not perform any work on the entity, except where light work and/or family work is permissible by law. Light work and/or family work meets all legal requirements, is not hazardous, does not interfere with children's schooling, involves supervision by a parent or legal guardian, and does not exceed 14 hours per week (ILO Conventions 138 and 182).</p>	C	
	NC	
	NA	<p>Family work conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Allowed by law? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Age of youngest worker: _____</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Observation: _____ <input type="checkbox"/> Interview: _____</p>
<p><u>ZERO TOLERANCE</u></p> <p>SR-H4.4</p> <p>Employment of young workers follows all legal requirements, including those concerning, but not limited to, age, work hours, wages, and working conditions. Young workers do not carry out hazardous work or work that jeopardizes their health, development, or access to education (ILO Conventions 138 and 182).</p>	C	<i>Document Required</i>
	NC	
	NA	<p><u>Evidence of authorization:</u> <input type="checkbox"/> Note from parents <input type="checkbox"/> Verbal agreement <input type="checkbox"/> Other: _____</p> <p>Aligned with the legislation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Observation: _____ <input type="checkbox"/> Interview: _____</p>

**Criterion SR-C1:
Worker Housing**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p align="center"><u>ZERO TOLERANCE</u></p> <p>SR-C1.1 Worker housing is built in a place free from any risk of exposure to harmful and irritating substances (e.g., smell, fumes, and noise), and does not present a risk of injury or fire to its occupants.</p>	<p align="center">C</p>	<p>Total # of housing units: ____</p> <p>Total # of housing units visited: ____</p> <p>Qualitative description about the housing units visited:</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: ____</p> <p><input type="checkbox"/> Observation: ____</p> <p><input type="checkbox"/> Interview: ____</p>
	NC	
	NA	
<p align="center"><u>ZERO TOLERANCE</u></p> <p>SR-C1.2 Worker housing is built using durable materials, which offer adequate protection against heat, cold, and humidity; allows for proper ventilation; provides sufficient lighting during night and day; and has sufficient space considering the total number of occupants.</p>	<p align="center">C</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 align="center"><u>ZERO TOLERANCE</u></p> <p>SR-C1.3 The employer provides a safe water supply in proximity to worker housing and in sufficient quantity to cover all personal and domestic needs.</p>	<p align="center">C</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>MINOR</p> <p>SR-C1.7 Workers living on-site are provided with access to safe storage for their belongings.</p>	C	
	OFI	
	NA	
<p>MAJOR</p> <p>SR-C1.8 Worker housing has buffer zones of 10 meters minimum width from any agrochemical storage facilities to prevent injury or agrochemical exposure to workers and their families.</p>	C	<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>
	OFI	
	NA	
<p>MINOR</p> <p>SR-C1.10 Garbage from housing and facilities provided by employer is removed either to a municipal waste dump or to a well-managed waste site located at least 25 meters from any 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>
	OFI	
	NA	

**Criterion SR-C2:
Safe Water and Sanitary Facilities**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<u>ZERO TOLERANCE</u> SR-C2.1 Workers are provided with convenient and free access to safe drinking water at the worksite.	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	
MAJOR SR-C2.2 Workers have convenient access to sanitary facilities that are appropriate to the local context and do not contaminate the local environment. Appropriate sanitary facilities for women are required for mills and warehouses with female workers.	C	<input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	OFI	
	NA	

**Criterion SR-C3:
Access to Medical Care**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p align="center">MINOR</p> <p>SR-C3.1 Employer has a medical care plan that either includes transportation or a trained medical person (technical expert) that is available in case of medical emergency for all workers.</p>	<p align="center">C</p> <p align="center">OFI</p> <p align="center">NA</p>	<p align="right"><i>Document Required</i></p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p align="center">MINOR</p> <p>SR-C3.2 Entity has a sufficient number of readily accessible, well-equipped, and not expired first-aid kits on site.</p>	<p align="center">C</p> <p align="center">OFI</p> <p align="center">NA</p>	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p align="center">MINOR</p> <p>SR-C3.3 Employer pays for all medical costs associated with documented work-related injuries and illnesses if not covered by other programs or services.</p>	<p align="center">C</p> <p align="center">OFI</p> <p align="center">NA</p>	<p align="right"><i>Document Required</i></p> <p>Worker injuries documented? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>

**Criterion SR-S1:
Agrochemical Exposure**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><u>ZERO TOLERANCE</u></p> <p>SR-S1.1 Minors and pregnant women are prohibited from handling or applying agrochemicals, operating heavy machinery, and/or heavy lifting.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
	NC	
	NA	
<p>MAJOR</p> <p>SR-S1.2 Employer provides appropriate Personal Protective Equipment (PPE) to all applicable workers at no cost.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
	OFI	
	NA	
<p>MINOR</p> <p>SR-S1.3 Anyone handling agrochemicals and/or materials that have come into contact with agrochemicals, or who operates machinery, uses protective equipment as directed by the manufacturer's instructions.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
	OFI	
	NA	

<p>MINOR</p> <p>SR-S1.4</p> <p>Anyone who handles, mixes, or applies pesticides has convenient access to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.</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>
	OFI	
	NA	
<p>MINOR</p> <p>SR-S1.5</p> <p>Entrance without protective equipment to areas where pesticides were applied is prohibited for a 48-hour period, or the timeframe identified on the product's safety sheet.</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>
	OFI	
	NA	

Criterion SR-S2:
Training

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR	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>
SR-S2.1 Before commencing work, all new workers receive basic safety instructions that cover emergency protocols and safety measures for minors, if applicable.	OFI	
	NA	

<div>MINOR</div> <div>SR-S3.2</div> <div>Management assesses, tracks, and minimizes workplace hazards and risks.</div>	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>
	OFI	
	NA	
<div>MAJOR</div> <div>SR-S3.3</div> <div>All equipment used by workers is properly maintained and safe to use.</div>	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>
	OFI	
	NA	
<div>MINOR</div> <div>SR-S3.4</div> <div>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.</div>	C	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>
	OFI	
	NA	

<div>MINOR</div> <div>SR-S3.5</div> <div>For all enclosed work areas, there is a documented fire and emergency evacuation plan, which includes, at a minimum, emergency contact(s) and telephone number(s), evacuation procedures, and a clearly identified meeting point.</div>	<div>C</div> <div>OFI</div> <div>NA</div>	<div>Document Required</div> <div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div>
<div>MINOR</div> <div>SR-S3.6</div> <div>Entity has sufficient, appropriate, and readily accessible fire extinguishing tools, which are regularly inspected and maintained.</div>	<div>C</div> <div>OFI</div> <div>NA</div>	<div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>
<div>MAJOR</div> <div>SR-S3.7</div> <div>Management develops, maintains and implements a procedure to document injuries that occur on-site. The written injury reports include the type of injury, name of worker, time and date, and location of the accident.</div>	<div>C</div> <div>OFI</div> <div>NA</div>	<div>Document Required</div> <div>Injury reports include:</div> <div><input type="checkbox"/> Injury type</div> <div><input type="checkbox"/> Worker name</div> <div><input type="checkbox"/> Time and date</div> <div><input type="checkbox"/> Accident location</div> <div>Source of Evidence:</div> <div><input type="checkbox"/> Documentation: ____</div> <div><input type="checkbox"/> Interview: ____</div> <div><input type="checkbox"/> Observation: ____</div>

**Criterion SR-M2:
Grievance Mechanism**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p style="text-align: center;">MINOR</p> <p>SR-M2.1 There are regular meetings between management and workers or workers' representative(s) to improve working conditions.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____</p>
<p style="text-align: center;">MAJOR</p> <p>SR-M2.2 All workers are able to talk about workplace grievances directly with management or with their employer or have access to a designated representative to do so on their behalf, without fear of reprisal.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____</p>
<p style="text-align: center;">MINOR</p> <p>SR-M2.3 Management provides workers with information about and access to a grievance mechanism, which receives, documents, analyzes, and responds to complaints related to the scope of C.A.F.E. Practices from workers in a systematic, impartial, transparent, and timely manner. Grievance submissions are reviewed regularly, and timelines for response are clearly communicated to the submitter. The mechanism ensures both confidentiality of complaints submitted as well as the anonymity of the complainants.</p>	<p>C</p> <p>OFI</p> <p>NA</p>	<p style="text-align: right;"><i>Document Required</i></p> <p>Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____</p>

**Criterion SR-M4:
Business Integrity & Ethical Conduct**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><u>ZERO TOLERANCE</u></p> <p>SR-M4.1 Management provides transparency into their operations, policies, processes, and relevant records to Starbucks or its designated representatives. All documents provided by management are true and accurate.</p>	C	
	NC	
	NA	
<p><u>ZERO TOLERANCE</u></p> <p>SR-M4.2 No form of bribery is offered to Starbucks or its designated representatives.</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	

Environmental Responsibility: Coffee Processing

Criterion CP-W1: Water Use Efficiency (Wet Processors)

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MAJOR CP-W1.1 The mill demonstrates awareness of whether water stress exists in the watershed in which they are operating and takes steps to maximize efficiency.	C	
	OFI	
	NA	

Source of Evidence:
☐ Documentation:____
☐ Interview:____
☐ Observation:____

Criterion CP-W2: Wastewater Impacts (Wet Processors)

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
MINOR CP-W2.1 Wastewater from pulping and washing is treated and managed in a way that does not contaminate the environment, including water bodies.	C	
	OFI	
	NA	

Source of Evidence:
☐ Documentation:____
☐ Interview:____
☐ Observation:____

<p>MINOR</p> <p>CP-W2.4 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).</p> <p><i>Indicator should be evaluated as NA for mills that process 3,500 Kgs or less in green coffee</i></p>	C	<p>Distance from field(s)/lagoon(s) to nearest water body: _____ (meters)</p> <p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:_____</p>
	OFI	
	NA	

**Criterion CP-M1:
Waste Management**

Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p>MINOR (Wet Processors)</p> <p>CP-M1.1 Processing wastes, including waste solids from sedimentation ponds, are managed in such a way as to not contaminate the local environment.</p>	C	<p><u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:_____ <input type="checkbox"/> Observation:_____</p>
	OFI	
	NA	

Criterion CP-T1: Traceability		
Indicators	C/ OFI/ NC/ NA	Evidence/Justification
<p><u>ZERO TOLERANCE</u></p> <p>CP-T1.1 Entity has and implements a system to track C.A.F.E. Practices coffee and to maintain its segregation from other coffee(s), from the point of initial purchase or intake through export or output.</p> <p><i>No document required for integrated estates.</i></p>	C	<p><i>Document Required</i></p> <p>Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____</p>
	NC	
	NA	
<p>MINOR</p> <p>CP-T1.2 Entity has a system to confirm ownership before making any payments for coffee delivered.</p>	C	<p><i>Document Required</i></p> <p>Source of Evidence: <input type="checkbox"/> Documentation: ____ <input type="checkbox"/> Interview: ____ <input type="checkbox"/> Observation: ____</p>
	OFI	
	NA	

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Worker Interviews

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:					

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:				

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:				

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Opening Meeting – Checklist

- ☐ Introduction
- ☐ Purpose of the verification
- ☐ Confidentiality statement
- ☐ Roles of guides and observers
- ☐ Cannot give recommendations
- ☐ Photography authorization
- ☐ Confirmation of correct entity type
- ☐ Review entity map
- ☐ Inspection plan
- ☐ Documents for review
- ☐ Worker interviews
- ☐ Early ZT Notification and ZT-CAP procedure
- ☐ Questions

Closing Meeting – Checklist

- ☐ Confidentiality statement
 - ☐ Cannot give recommendations
 - ☐ Initial findings explained
 - ☐ Confirmation of harvest status
 - ☐ Volume review
 - ☐ Documents not available noted
 - ☐ Last opportunity to present additional evidence
 - ☐ Discrepancies
 - ☐ ZT-NCs reported
 - ☐ Early ZT Notification & ZT-CAP procedure
 - ☐ Next steps & reporting
 - ☐ Verification appeals procedure
 - ☐ Questions and thank you
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