



**Starbucks Coffee Company**

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

## *Field Notes for Warehouses – 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, is present on the day of inspection. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Meets in-harvest conditions?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Warehouse Information

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

|   |                                     |                           |  |
|---|-------------------------------------|---------------------------|--|
| <input type="checkbox"/> Natural/ Sun-dried | Total annual storage capacity (Kg)* | Total stored volume (Kg)* | Total stored 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:<br>Financial Transparency   |                               |   |
|--|-------------------------------|---|
| Indicators   | C/<br>OFI/<br>NC/<br>NA       | Evidence/Justification  |
| <p><b>MAJOR</b></p> <p>EA-F1.1<br/>Entity keeps <b>all receipts</b> 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><br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____</p> |
| <p><b>MINOR</b></p> <p>EA-F1.2<br/>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><br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____</p> |

# Social Responsibility

| Criterion SR-H1:<br>Wages and Contracts   |                         |   |
|---|-------------------------|---|
| Indicators  | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification  |
| <p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H1.1<br/> <b>All permanent workers</b> 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> | C                       |   |
|   | NC                      |   |
|   | NA                      | <p><u>Collective bargaining agreement:</u><br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Low-High range of payments per hr/day/wk:</u><br/>           Lowest payment: _____ per _____<br/>           Highest payment: _____ per _____</p> <p><u>National wage/industry standard:</u><br/>           _____ per _____</p> <p><u>Source of Evidence:</u><br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____</p> |

|  |    |             |  |
|--|----|-------------|--|
| <p align="center"><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H1.2</p> <p><b>All temporary and seasonal workers</b> 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  | <div></div> |  |
|  | NC |             |  |
|  | NA |             | <p><u>Collective bargaining agreement:</u><br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Low-High range of payments per hr/day/wk:</u><br/>           Lowest payment: _____ per _____<br/>           Highest payment: _____ per _____</p> <p><u>National wage/industry standard:</u><br/>           _____ per _____</p> <p><u>Source of Evidence:</u><br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____</p>  |
| <p align="center"><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H1.3</p> <p><b>All wages</b> are paid regularly to <b>all workers</b> as required by law, but at least monthly.</p>   | C  | <div></div> |  |
|  | NC |             | <p><u>Type of payment:</u><br/> <input type="checkbox"/> Cash<br/> <input type="checkbox"/> Check<br/> <input type="checkbox"/> Electronic transfer<br/> <input type="checkbox"/> Other: _____</p> <p><u>Frequency of payment:</u><br/> <input type="checkbox"/> Daily<br/> <input type="checkbox"/> Weekly<br/> <input type="checkbox"/> Biweekly<br/> <input type="checkbox"/> Monthly</p> <p><u>Source of Evidence:</u><br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____</p> |
|  | NA |             |  |



|  |     |  |
|--|-----|--|
| <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></div> <div>Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div><u>Overtime wages:</u><br/>_____per_____</div> <div><u>Source of Evidence:</u><br/><input type="checkbox"/> Documentation:_____<br/><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></div> <div><u>Source of Evidence:</u><br/><input type="checkbox"/> Documentation:_____<br/><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></div> <div><u>Source of Evidence:</u><br/><input type="checkbox"/> Documentation:_____<br/><input type="checkbox"/> Interview:_____</div>   |
|  | OFI |  |
|  | NA  |  |



|  |                                   |  |
|--|-----------------------------------|--|
| <b>MAJOR</b><br><br>SR-H1.10<br>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                                 |  |
|  | OFI                               |  |
|  | NA                                |  |
|  |                                   | <u>Source of Evidence:</u><br><input type="checkbox"/> Documentation: _____<br><input type="checkbox"/> Interview: _____ |
| <b>MAJOR</b><br><br>SR-H1.11<br><b>All permanent workers</b> 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                                 | <i>Document Required</i>   |
|  | OFI                               |  |
|  | NA                                |  |
|  |                                   | <u>Source of Evidence:</u><br><input type="checkbox"/> Documentation: _____<br><input type="checkbox"/> Interview: _____ |
| <b>Criterion SR-H2:<br/>Hours of Work</b>  |                                   |  |
| <b>Indicators</b>  | <b>C/<br/>OFI/<br/>NC/<br/>NA</b> | <b>Evidence/Justification</b>  |
| <b>MAJOR</b><br><br>SR-H2.1<br>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                                 | <i>Document Required</i>   |
|  | OFI                               |  |
|  | NA                                |  |
|  |                                   | <u>Source of Evidence:</u><br><input type="checkbox"/> Documentation: _____<br><input type="checkbox"/> Interview: _____ |

|  |     |  |
|--|-----|--|
| <b>MAJOR</b><br><br>SR-H2.2<br><b>All permanent workers</b> must have, as a minimum, the equivalent of <b>one continuous 24-hour period off in each 7 day period</b> . 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><br><br><br><u>Source of Evidence:</u><br><input type="checkbox"/> Documentation: _____<br><input type="checkbox"/> Interview: _____ |
|  | OFI |  |
|  | NA  |  |

|   |
|---|
| <b>Criterion SR-H3:</b><br><b>Forced Labor and Discrimination</b> |
|---|

| Indicators  | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification  |
|---|-------------------------|---|
| <b>MAJOR</b><br><br>SR-H3.1<br><b>All workers</b> 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                      |   |
| <b><u>ZERO TOLERANCE</u></b><br><br>SR-H3.2<br>Financial disciplinary penalties are not taken against workers, unless legally required.   | C                       | <u>Source of Evidence:</u><br><input type="checkbox"/> Documentation: _____<br><input type="checkbox"/> Interview: _____<br><br>Legally Required?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br><u>Source of Evidence:</u><br><input type="checkbox"/> Documentation: _____<br><input type="checkbox"/> Interview: _____ |
|   | NC                      |   |
|   | NA                      |   |

|   |    |  |
|---|----|--|
| <p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.3<br/>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  |  |
|   | NC |  |
|   | NA |  |
| <p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.4<br/>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  |  |
|   | NC |  |
|   | NA |  |
| <p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.5<br/>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  |  |
|   | NC |  |
|   | NA |  |

|   |     |  |
|---|-----|--|
| <p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.6<br/>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><br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____<br/> <input type="checkbox"/> Observation: _____</p> |
|   | NC  |  |
|   | NA  |  |
| <p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-H3.7<br/>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><br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____<br/> <input type="checkbox"/> Observation: _____</p> |
|   | NC  |  |
|   | NA  |  |
| <p><b>MAJOR</b></p> <p>SR-H3.8<br/><b>All workers</b> 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><br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____<br/> <input type="checkbox"/> Observation: _____</p> |
|   | OFI |  |
|   | NA  |  |

|   |
|---|
| <p><b>Criterion SR-H4:</b><br/><b>Child Labor</b></p> |
|---|

| Indicators  | C/<br>OFI/<br>NC/<br>NA       | Evidence/Justification  |
|---|-------------------------------|---|
| <p><b>MAJOR</b></p> <p>SR-H4.1<br/>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>Source of Evidence:<br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____<br/> <input type="checkbox"/> Observation: _____</p> |
| <p><b>MAJOR</b></p> <p>SR-H4.2<br/>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>Source of Evidence:<br/> <input type="checkbox"/> Documentation: _____<br/> <input type="checkbox"/> Interview: _____<br/> <input type="checkbox"/> Observation: _____</p> |



|  |
|--|
| <p><b>Criterion SR-C1:</b><br/><b>Worker Housing</b></p> |
|--|

| Indicators  | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification  |
|---|-------------------------|---|
| <p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-C1.1<br/>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>  | C                       |   |
|   | NC                      | <p>Total # of housing units: ____</p> <p>Total # of housing units visited: ____</p> <p>Qualitative description about the housing units visited:</p>                                     |
|   | NA                      | <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> |
| <p><b><u>ZERO TOLERANCE</u></b></p> <p>SR-C1.2<br/>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> | C                       |   |
|   | NC                      |   |
|   | NA                      | <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> |







|  |     |   |
|--|-----|---|
| MINOR<br><br>SR-C1.10<br>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. | C   | Distance from waste dump to worker housing: _____ meters<br><br><u>Source of Evidence:</u><br><input type="checkbox"/> Documentation:____<br><input type="checkbox"/> Interview:____<br><input type="checkbox"/> Observation:____ |
|  | O/I |   |
|  | NA  |   |

|  |
|--|
| <b>Criterion SR-C2:<br/>Safe Water and Sanitary Facilities</b> |
|--|

| Indicators  | C/<br>O/I/<br>NC/<br>NA | Evidence/Justification   |
|---|-------------------------|--|
| <u><b>ZERO TOLERANCE</b></u><br><br>SR-C2.1<br>Workers are provided with convenient and free access to safe drinking water at the worksite. | C                       | <input type="checkbox"/> Water testing<br><input type="checkbox"/> Water boiled<br><input type="checkbox"/> Spring/well with concrete cap<br><input type="checkbox"/> Other method of purification: _____<br><br><u>Source of Evidence:</u><br><input type="checkbox"/> Documentation:____<br><input type="checkbox"/> Interview:____<br><input type="checkbox"/> Observation:____ |
|   | NC                      |  |
|   | NA                      |  |

|  |   |   |
|--|---|---|
| <div>MAJOR</div> <div>SR-C2.2<br/>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.</div> | <div>C</div> <div>OFI</div> <div>NA</div> | <div>Source of Evidence:<br/><input type="checkbox"/> Documentation:____<br/><input type="checkbox"/> Interview:____<br/><input type="checkbox"/> Observation:____</div>                              |
| <div>Criterion SR-C3:<br/>Access to Medical Care</div>   |   |   |
| <div>Indicators</div>  | <div>C/<br/>OFI/<br/>NC/<br/>NA</div>     | <div>Evidence/Justification</div>   |
| <div>MINOR</div> <div>SR-C3.1<br/>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.</div>  | <div>C</div> <div>OFI</div> <div>NA</div> | <div>Document Required</div> <div>Source of Evidence:<br/><input type="checkbox"/> Documentation:____<br/><input type="checkbox"/> Interview:____<br/><input type="checkbox"/> Observation:____</div> |
| <div>MINOR</div> <div>SR-C3.2<br/>Entity has a sufficient number of readily accessible, well-equipped, and not expired first-aid kits on site.</div>   | <div>C</div> <div>OFI</div> <div>NA</div> | <div>Source of Evidence:<br/><input type="checkbox"/> Documentation:____<br/><input type="checkbox"/> Interview:____<br/><input type="checkbox"/> Observation:____</div>                              |

|  |     |   |
|--|-----|---|
| <p>MINOR</p> <p>SR-C3.3<br/>Employer pays for all medical costs associated with documented work-related injuries and illnesses if not covered by other programs or services.</p> | C   | <p><i>Document Required</i></p> <p>Worker injuries documented?<br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Source of Evidence:</u><br/> <input type="checkbox"/> Documentation:____<br/> <input type="checkbox"/> Interview:____<br/> <input type="checkbox"/> Observation:____</p> |
|  | OFI |   |
|  | NA  |   |

Criterion SR-S1:

Agrochemical Exposure

| Indicators  | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification   |
|---|-------------------------|--|
| <p><u><b>ZERO TOLERANCE</b></u></p> <p>SR-S1.1<br/>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><br/> <input type="checkbox"/> Documentation:____<br/> <input type="checkbox"/> Interview:____<br/> <input type="checkbox"/> Observation:____</p> |
|   | NC                      |  |
|   | NA                      |  |
| <p><b>MAJOR</b></p> <p>SR-S1.2<br/>Employer provides appropriate Personal Protective Equipment (PPE) to <b>all applicable workers</b> at no cost.</p>                                     | C                       | <p><u>Source of Evidence:</u><br/> <input type="checkbox"/> Documentation:____<br/> <input type="checkbox"/> Interview:____<br/> <input type="checkbox"/> Observation:____</p> |
|   | OFI                     |  |
|   | NA                      |  |

|  |     |  |
|--|-----|--|
| <div>MINOR</div> <div>SR-S1.3</div> <div>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.</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-S1.4</div> <div>Anyone who handles, mixes, or applies pesticides has <b>convenient access</b> to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.</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-S1.5</div> <div>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.</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  |  |

| Criterion SR-S2:<br>Training   |                         |   |
|--|-------------------------|---|
| Indicators   | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification  |
| MINOR<br><br>SR-S2.1<br>Before commencing work, <b>all new workers</b> receive basic safety instructions that cover emergency protocols and safety measures for minors, if applicable.   | C                       | <div>Source of Evidence:</div> <div> <input type="checkbox"/> Documentation:____           <input type="checkbox"/> Interview:____           <input type="checkbox"/> Observation:____         </div> |
|  | OFI                     |   |
|  | NA                      |   |
| MINOR<br><br>SR-S2.2<br>Health and safety training occurs for <b>all permanent workers</b> at least once a year, free of charge, and during regular working hours. Training is documented including instructors, agendas, and attendance. As applicable, at a minimum, training covers use of protective equipment; safe handling of hazardous materials, including disposal of agrochemical containers; procedures for working under hazardous conditions and operating equipment; emergency protocol; and personal safety and hygiene. | C                       | <div>Document Required</div>  |
|  | OFI                     |   |
|  | NA                      |   |

**Criterion SR-S3:  
Safe Working Environment**

| Indicators   | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification  |
|--|-------------------------|---|
| <b>MAJOR</b><br><br>SR-S3.1<br>All workers are provided with a safe working environment.               | C                       | Source of Evidence:<br><input type="checkbox"/> Documentation: ____<br><input type="checkbox"/> Interview: ____<br><input type="checkbox"/> Observation: ____ |
|  | OFI                     |   |
|  | NA                      |   |
| <b>MINOR</b><br><br>SR-S3.2<br>Management assesses, tracks, and minimizes workplace hazards and risks. | C                       | Source of Evidence:<br><input type="checkbox"/> Documentation: ____<br><input type="checkbox"/> Interview: ____<br><input type="checkbox"/> Observation: ____ |
|  | OFI                     |   |
|  | NA                      |   |
| <b>MAJOR</b><br><br>SR-S3.3<br>All equipment used by workers is properly maintained and safe to use.   | C                       | Source of Evidence:<br><input type="checkbox"/> Documentation: ____<br><input type="checkbox"/> Interview: ____<br><input type="checkbox"/> Observation: ____ |
|  | 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></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> | C   | <div>Document Required</div> |
|  | OFI |                              |
|  | NA  |                              |
| <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>  | C   | <div></div>                  |
|  | OFI |                              |
|  | NA  |                              |



|   |     |   |
|---|-----|---|
| <b>MAJOR</b><br><br>SR-S3.7<br>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.                     | C   | <i>Document Required</i><br><br><u>Injury reports include:</u><br><input type="checkbox"/> Injury type<br><input type="checkbox"/> Worker name<br><input type="checkbox"/> Time and date<br><input type="checkbox"/> Accident location<br><br><u>Source of Evidence:</u><br><input type="checkbox"/> Documentation:____<br><input type="checkbox"/> Interview:____<br><input type="checkbox"/> Observation:____ |
|   | OFI |   |
|   | NA  |   |
| <b>MINOR</b><br><br>SR-S3.8<br>In the event that accidents or injuries have occurred on-site, a technical expert reviews accident and/or injury records at least annually and updates safety procedures and training materials to prevent accident and injury recurrence. | C   | <i>Document Required</i><br><br><u>Source of Evidence:</u><br><input type="checkbox"/> Documentation:____<br><input type="checkbox"/> Interview:____  |
|   | OFI |   |
|   | NA  |   |

**Criterion SR-M1:**  
**Freedom of Association**

| Indicators  | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification   |
|---|-------------------------|--|
| <b>MINOR</b><br><br>SR-M1.1<br>Management policies recognize workers' rights to organizing and/or collective bargaining, as allowed by national laws and international obligations. | C                       | <i>Document Required</i><br><br><u>Source of Evidence:</u><br><input type="checkbox"/> Documentation:____<br><input type="checkbox"/> Interview:____ |
|   | OFI                     |  |
|   | NA                      |  |

| <b>Criterion SR-M2:<br/>Grievance Mechanism</b>  |                         |  |
|--|-------------------------|--|
| Indicators   | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification   |
| <b>MINOR</b><br><br>SR-M2.1<br>There are regular meetings between management and workers or workers' representative(s) to improve working conditions.  | C                       |  |
|  | OFI                     |  |
|  | NA                      |  |
| <b>MAJOR</b><br><br>SR-M2.2<br>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. | C                       | <u>Source of Evidence:</u><br><input type="checkbox"/> Documentation: ____<br><input type="checkbox"/> Interview: ____ |
|  | OFI                     |  |
|  | NA                      |  |

|   |     |   |
|---|-----|---|
| <p>MINOR</p> <p>SR-M2.3</p> <p>Management provides workers with information about and access to a grievance mechanism, which <b>receives, documents, analyzes, and responds</b> to complaints related to the scope of C.A.F.E. Practices from workers in a <b>systematic, impartial, transparent, and timely</b> 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> | 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> |
|   | OFI |   |
|   | NA  |   |

| <p><b>Criterion SR-M4:</b></p> <p><b>Business Integrity &amp; Ethical Conduct</b></p>   |                         |                        |
|---|-------------------------|------------------------|
| Indicators  | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification |
| <p><u><b>ZERO TOLERANCE</b></u></p> <p>SR-M4.1</p> <p>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                      |                        |



| <b>Criterion CP-T1:</b><br><b>Traceability</b>   |                         |  |
|--|-------------------------|--|
| Indicators   | C/<br>OFI/<br>NC/<br>NA | Evidence/Justification   |
| <p><b><u>ZERO TOLERANCE</u></b></p> <p>CP-T1.1<br/>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:<br/> <input type="checkbox"/> Documentation: ____<br/> <input type="checkbox"/> Interview: ____<br/> <input type="checkbox"/> Observation: ____</p> |
|  | NC                      |  |
|  | NA                      |  |
| <p><b>MINOR</b></p> <p>CP-T1.2<br/>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:<br/> <input type="checkbox"/> Documentation: ____<br/> <input type="checkbox"/> Interview: ____<br/> <input type="checkbox"/> Observation: ____</p> |
|  | OFI                     |  |
|  | NA                      |  |



## Worker Interviews

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

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

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

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

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

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



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

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

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

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

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

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



## 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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