



C.A.F.E. Practices

Indicator Guidance Reference



V1.0 of C.A.F.E. Practices Standard V4

September 2025

Table of Contents

Table of Contents	2
1.0 Introduction	3
2.0 General Guidance	3
3.0 Economic Accountability	5
4.0 Social Responsibility	6
5.0 Coffee Growing	42
6.0 Coffee Processing	60
7.0 Producer Support	67
Appendix – Indicator overview	83

1.0 Introduction

This document supplements the C.A.F.E. Practices Standard V4. The purpose of this document is to serve as a reference for verifiers and inspectors that are conducting a verification as well as suppliers preparing for a C.A.F.E. Practices verification. The Indicator Guidance Reference lists guidance that has been developed to clarify interpretation for indicators in the C.A.F.E. Practices program.

If suppliers have questions about any content of this document, they should direct their inquiries to Starbucks at CAFEpractices@starbucks.com. Verification organizations should direct any questions regarding this document to SCS Global Services at cafepractices@scsglobalservices.com.

2.0 General Guidance

Guidance for each indicator is presented in a table, whose top rows list the indicator code, indicator language, entity applicability, indicator type, option for Not-Applicable (N/A) evaluation, and documentation requirements. Grayed out entries signify that the indicator does not apply to the particular entity/entities, an N/A option is not available, and/or documentation is not required for indicator compliance. **Unless specified otherwise, a documentation requirement is applicable for large farms, processors, warehouses, and PSOs but not for small farms.** Indicator guidance follows below this information. For indicators that do not require documentation, documents presented may be reviewed as evidence for compliance.

The requirements for minimum evidence listed in Zero Tolerance indicators refer to the qualitative evidence for these indicators. In addition to the minimum requirements specified in the respective indicator, any other important information must also always be completed in the evidence fields in the Field Notes and the VRS.

For some indicators, a legal reference must be provided as part of the qualitative evidence. The reference should include the title of the document, publication year, and relevant section or article.

If no specific timeframe for evaluation is provided within the indicator language, and there is doubt on how far back data should be reviewed in order to evaluate an indicator, inspectors should evaluate the indicators as follows:

- For new verifications, based on information going back to the date of the First Response letter.
- For reverifications, inspectors should evaluate indicators going back to the time of the last verification.

Management plans for Social Responsibility (SR), Coffee Growing (CG), and PSO (PS) indicators:

In line with the definition presented in the C.A.F.E. Practices Operations Manual, a plan is a prepared, documented set of procedures used to carry out an activity. A plan identifies the tools, financial resources, times, supporting activities, priorities, and responsible parties needed in order to achieve the designated goals and objectives. A plan must clearly define the general objective and identify **at least** the following six supporting elements:

- **Specific objectives:** also known as tactical objectives, which address an aspect or strategy necessary to achieve the general objective.
- **Activities:** specific tasks or processes that must be performed.
- **Responsible parties:** the people or teams in charge of an activity/activities.
- **Tools:** the human and material resources needed to carry out the plan's activities and achieve the general objective.
- **Schedule:** the sequence of activities and the start and end dates of each one.
- **Financial resources:** the calculation of the funds needed to achieve the general objective.

For plans needed on the PSO level, a general plan can be developed; however, it needs to be relevant to the farms that are part of the program considering factors such as local topography, etc. (PS-M1.5, PS-M1.10, PS-L1.3, PS-S1.1)

Community Work Exchange:

On some farms, particularly small farms, it is common for labor to be exchanged within the community. In this collaborative work arrangement, workers do not receive wage compensation. Instead, as outlined by the program, the agreement is based on the exchange of knowledge, skills, and/or labor for a definite or indefinite period, without any financial transactions. Consequently, none of the indicators in subsection SR-H1: Wages and Contracts are applicable.

Note on translations: If any translation of a C.A.F.E. Practices program document contradicts the English version, the original English version prevails.

3.0 Economic Accountability

EA-F1: Financial Transparency

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.			
Large Farms	Small farms	Processors	Warehouses	PSO
Major	N/A option		Documentation required	
<p>This indicator is Not Applicable for large farms that are fully integrated with a mill, where the product is transferred between entities but there is no sale. The indicator may also be Not Applicable in cases of new farms joining an already verified application, or farms that have not sold C.A.F.E. Practices coffee in the previous year.</p> <p>To evaluate the indicator as Comply, inspectors cannot accept summaries of sales or transactions carried out. Documents for the delivery of coffee on consignment or in storage do not constitute proof of a transaction. If there are many receipts, inspectors should select and review a sample of them.</p> <p>Receipts or invoices must be presented by representatives of the entity and cannot be presented by personnel in the role of guides or observers.</p> <p>In cases where an entity also sells coffee outside of the C.A.F.E. Practices supply chain, inspectors must verify that the reviewed receipts show that the coffee belongs to C.A.F.E. Practices. This may be confirmed, for example, through receipts indicating that the coffee belongs to the program or proof that the coffee is sold to an entity within the application that only accepts C.A.F.E. Practices coffee. Thorough cross-checks with the receiving entity should be conducted.</p> <p>In case of re-verifications, receipts issued since the last verification must be reviewed.</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).			
Large Farms	Small farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation required	
The documents indicated refer to those presented to demonstrate compliance with EA-F1.1. The indicator may still be evaluated as Comply if parts of the required information are included in various documents alongside the receipts/invoices. If EA-F1.1 is evaluated Not Applicable, the correct evaluation for EA-F1.2 is Not Applicable.				

4.0 Social Responsibility

SR-H1: Wages and Contracts

SR-H1.1	<p>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>				
SR-H1.2	<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>				
Large Farms		Small farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required	
<p>Minimum evidence required:</p> <ul style="list-style-type: none">• National/regional minimum wage, including the legal reference, or wage as established by the C.A.F.E. Practices program.• For workers that are paid by productivity (i.e., piece-rate), evidence must include productivity range (e.g., kg per hr., highest and lowest), price per unit (e.g., \$ per kg), AND corresponding payment rate;• Rates paid for different tasks performed at the entity, e.g., harvesting, weeding, security (watchmen);• Description of value of in-kind payments (if applicable);• Legal reference related to requirements for in-kind payments (if applicable); and,• Wage agreed to through collective bargaining (if applicable). <p>Additional evidence required for Non-Comply evaluation:</p> <ul style="list-style-type: none">• Number or percentage of workers not meeting the minimum wage;• Tasks conducted by workers not meeting minimum wage; and• Payment rate of workers not meeting minimum wage. <p>If wages have been defined by collective bargaining, they must not be lower than the legal national/regional minimum wage.</p>					

For productivity payments, inspectors must evaluate whether the payment structure ensures that the minimum daily wage, or the proportional amount in case of part-time work, is met without requiring overtime work. If the national/regional law does not provide a methodology to evaluate minimum wages for productivity workers, inspectors must evaluate SR-H1.1-2 for workers paid by productivity by evaluating rates, payments, and hours worked. Inspectors could take different approaches in order to evaluate minimum wage payments; however, inspectors must always:

- record all worker types that are paid by productivity (e.g., temporary and permanent hand sorters, loaders, coffee harvesters, etc.), to ensure all payment systems are evaluated;
- evaluate wages, pay rates, and productivity rates during different times of the year, examining several months in the year prior to the inspection to evaluate a wide range and ensure that workers also meet the minimum wage during seasons with lower productivity;
- crosscheck information between worker interviews and actual payment records, when available; and
- account for overtime worked, which must be assessed against overtime wage requirements.

Some approaches inspectors may take to evaluate whether workers consistently reach or exceed the daily or hourly (if working less than full days) equivalent to the legal minimum wage are:

- assessing whether the pay rate per unit (e.g., \$X per kilo of green coffee hand sorted, \$X per bag of cherry coffee harvested), combined with typical worker productivity (e.g., kilos of green coffee hand sorted per hour), allows workers to consistently reach the minimum wage without working overtime;
- for each worker evaluated, dividing the total paid per day by the number of hours worked per day to arrive at the hourly wage on different days and different times of the year; and
- for each worker evaluated, recording daily productivity ranges (lowest to highest) and pay rates per unit, on different days and different times of the year, to assess whether the minimum wage can reasonably be reached during a regular working day (i.e., without working overtime).

If inspectors discover that one person is being paid for the collective effort of multiple workers (for example, a family who harvests coffee together and gets paid as a single unit), inspectors must ensure that each worker is paid at least the minimum wage for the time worked.

The quantitative evidence presented in worker interview records in support of SR-H1.1-1.2 must clearly state the following:

- the worker's hours per day (that is, the average hours worked per day by the interview subject);
- the worker's pay per day (that is, the average daily payment earned by the interview subject); and
- the total pay per day (that is, the average payment earned by the interview subject, plus any in-kind payments).

The qualitative evidence should be informed by the quantitative evidence and should include any special circumstances that impacted the availability of information during the inspection or complicated the evaluation of productivity-based payments (e.g., lack of workers to interview, changes to the minimum wage, etc.).

SR-H1.3	All wages are paid regularly to all workers as required by law, but at least monthly.			
Large Farms	Small farms	Processors	Warehouses	PSO
Zero Tolerance	N/A option		Documentation required	
Minimum evidence required: <ul style="list-style-type: none">• Frequency of payment to workers; and,• Legal reference related to requirements for payment frequency. <p>Inspectors must select a few months’ wage payments at random, including months during peak harvest season, at the beginning and end of the season, and outside of the season.</p> <p>This indicator may be evaluated as Comply when payments are given to workers at longer intervals if workers specifically request the entity to safeguard their wages due to safety, security, or savings concerns. Inspectors must confirm during interviews that workers made this request independently, and that they have access to the uncollected and/or saved wages at any time they request them.</p>				

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.				
Large Farms	Small Farms	Processors	Warehouses	PSO	
Major		N/A option		Documentation required	
Inspectors should select a random sample of workers of different types and review payment records retroactively for 12 months. This indicator requires documentation and helps inspectors corroborate information for SR-H1.1, SR-H1.2, and SR-H1.3.					

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation required	
<p>Access to earnings records needs to be provided at any time these are requested by workers. The details of the earnings records must align with those reviewed to meet the requirements of SR-H1.4. In reviewing the records, inspectors must be attentive to different types of workers, accounting for this indicator’s exceptions for workers who are paid by productivity. Even though workers paid by productivity need to have access to their earning records, no additional details (i.e., different wages, overtime and deductions) need to be provided.</p> <p>Inspectors need to triangulate the information collected with worker interviews to clearly identify the mechanism of access to records, as well as the clarity of the records’ contents.</p>				

SR-H1.6	The rate of overtime payment, including pay by productivity, meets that established by law.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required
<p>Minimum evidence required:</p> <ul style="list-style-type: none">• Description of overtime system;• Overtime payment rate; <p>Additional evidence required for Non-Comply evaluation:</p> <ul style="list-style-type: none">• Number or percentage of workers not meeting the legal overtime rate;• Tasks conducted by workers not meeting the legal overtime rate; and,• Payment rate of workers not meeting the legal overtime rate. <p>The indicator must be evaluated for workers paid by productivity and working more than the established regular working hours (e.g., when a harvest worker harvests coffee for 9 hours per day when 8 hours is the established regular working time). If the entity has established a flexible working day, this must be considered to determine the hours worked during regular working hours and those worked as overtime.</p> <p>Inspectors should inquire about the methodology for recording and calculating compensation, including the quantification of overtime, with emphasis on workers who are paid by productivity. It is also important to clearly determine the type of contract of each worker and whether there is any special arrangement (e.g., workers with exempt status).</p> <p>Bonuses are not considered overtime pay.</p> <p>If there is no overtime work conducted at the entity, or there is no rate established by law, the correct evaluation is Not Applicable.</p>				

SR-H1.7	If overtime pay has not been established by law, overtime is calculated at 150% of regular pay.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation required	
In cases where this indicator is applicable, inspectors should follow the guidance provided for SR-H1.6 above. If there is no overtime, or if there are payment rates established by law, SR-H1.7 is to be evaluated Not Applicable.				

SR-H1.8	Any in-kind payments are itemized in writing by product, quantity, average price, and frequency of distribution.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation required	
The legality of in-kind payments is evaluated under SR-H1.1/SR-H1.2 above. If in-kind payments are not detailed in writing according to the conditions of the indicator, inspectors must evaluate SR-H1.8 as Non-Comply. In the indicator language, ‘product’ refers not only to goods provided to workers, but also includes services, such as covering fees for water and electricity use, cell phone service, etc. If there is no in-kind payment, the correct evaluation is Not Applicable.				

SR-H1.9	Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation required	
A required training or meeting is one that is relevant to the worker’s function or position. If the meetings or trainings are held before or after the regular working day, workers must be compensated with the value of the overtime established by law or, absent a law, by the Standard. For workers who are paid by productivity, inspectors must determine the number of training sessions and/or meetings and the time spent on them, and verify how this time is compensated.				

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation required	
<p>“Short-term” contracts are defined as contracts which terminate prior to the time at which the worker would become a permanent worker, as legally defined by national labor laws. Inspectors should review employee contracts in order to confirm if there are short-term or time limited contracts observed for the same workers continuously. Where there are no contracts, inspectors must ensure that workers are classified correctly based on C.A.F.E. Practices worker classifications.</p> <p>Inspectors should evaluate whether there have been any rehires, and if so, determine the duration of the worker's last contract, and whether the worker's decision to quit was voluntary or forced.</p> <p>If the contract is terminated at the request of the worker and the worker then returns to work under a new contract, the indicator can be evaluated as Comply, as long as the inspector can verify during an interview that this was done by mutual agreement.</p> <p>The situation where workers are rehired for several years for seasonal tasks (e.g., harvesting) does not constitute a case of continuous short-term employment contracts.</p>				

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.				
Large Farms		Small Farms	Processors	Warehouses	PSO
Major		N/A option		Documentation required*	
* Documentation for small farms is required.					
Inspectors must confirm the total number of permanent workers as well as the contents of, and signatures on, the agreements. The location stated in the agreement must align with the actual work site; in cases of multiple work sites, all must be accounted for in the agreement.					

SR-H2: Hours of Work

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major		N/A option		Documentation required
<p>The indicator’s reference is based on the ILO’s general recommendations and stipulates upper bounds on weekly regular and overtime hours. If applicable legislation sets lower limits on regular and overtime working hours, inspectors must evaluate indicator compliance based on those parameters. Workers paid by productivity need to be included in the evaluation of SR-H2.1, and evidence of working hours for workers paid by productivity must be recorded.</p> <p>The documentation requirement for this indicator applies not only to hours worked, but also to the agreement between workers and management when overtime exceeds 12 hours per week. Inspectors must confirm whether the circumstances identified in the agreement are sporadic or occur regularly. Inspectors must corroborate hours worked and overtime during interviews with workers.</p> <p>Exceptional circumstances may include, but are not limited to: damage to processing machinery, landslides or disruption to roads that limit the movement of coffee, insufficient labor during peak harvest, sudden environmental phenomena that do not allow for drying, blockages on access roads to the entity, production volume much higher than projected, illness, insecurity in the area where the entities are located, among others.</p> <p>Inspectors must determine whether there are workers with forms of contract to which overtime does not apply and evaluate the agreement in place with these workers. For instance, management staff and other workers considered ‘exempt’ are those who, due to their position and responsibilities are generally not subject to limits on working hours, overtime payment, and rest days, unless required by law. For all exempt workers, their employment conditions must have been clearly established at the time of hiring, and their working responsibilities must remain clear.</p>				

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation required	
Compensatory rest periods must be documented and agreed to by the workers and in compliance with the requirements of national legislation. Inspectors must identify if there are workers with exempt status, or those with flexible workday contracting systems with whom compensatory special rest schemes are established.				

SR-H3: Forced Labor and Discrimination

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major		N/A option		Documentation Required
During interviews with workers, inspectors should corroborate how and when conditions of employment were communicated, to determine if they are being met and respected by the employer.				

SR-H3.2	Financial disciplinary penalties are not taken against workers, unless legally required.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Minimum evidence required: <ul style="list-style-type: none">Legal reference pertaining to requirement that financial disciplinary penalties must be taken before further actions against workers are pursued. <p>Inspectors must confirm during worker interviews that no unauthorized deductions or withholdings have been made from wages. They should also ensure that no covert financial measures, such as unclear deductions or discounts, have been made. This includes agreements with workers involving unauthorized fines or sanctions.</p>				

SR-H3.3	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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Additional evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• Number of workers charged fees as a condition of employment; and• Type of fees charged as a condition of employment. <p>To fully assess this indicator, inspectors should ensure that the economic cost of recruiting does not fall on the worker, determine if labor intermediaries are involved in recruiting workers, and assess whether workers are required to pay fees.</p> <p>For the C.A.F.E. Practices program, direct payments to employers, their representatives or intermediaries as a condition of employment are not permitted. This applies also to indirect payments, such as the mandatory purchase of services. Inspectors must identify any requirements for the position, like documentation or tests. Fees to be paid to meet any of the requirements specific to the position or contracted work and that are defined in the job description are not considered to be recruitment fees and are not within the scope of this indicator. In such cases, the worker must already meet the requirements and/or acquire them independently, or the entity will provide them after hiring, free of charge (e.g. training on working on steep slopes, driving licenses, etc.).</p> <p>Inspectors should pay special attention in countries where it is common practice for labor intermediaries to obtain a fee from workers. Inspectors should also pay close attention to cases where the fee is charged to the entity itself rather than the workers, but the entity then deducts the fee paid to the intermediary from worker payments.</p> <p>If there are transportation fees, these should be equal to or less than the market value of local transportation services.</p> <p>Recruitment fees may include, but are not limited to, the following:</p> <ul style="list-style-type: none">• Placement fees;• Payment for required medical testing;• Excessive transportation fees;• Specific training courses to perform the work, which are offered directly by the entity or the intermediary;• Payment for personal background check;• Payments to manage work permits for migrant workers.				

SR-H3.4	Management enforces a policy that prohibits the use of forced, bonded, indentured, convict, or trafficked labor (ILO Conventions 29, 97, 105 and 143).					
Large Farms		Small Farms		Processors	Warehouses	PSO
Zero Tolerance			N/A option		Documentation Required	
Minimum evidence required: <ul style="list-style-type: none">• Confirmation of whether a written policy exists (if applicable); and,• Confirmation that no indication for forced, bonded, indentured, convict or trafficked labor was found.						
Additional evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• The number and type of workers affected; and,• The type of labor observed.						
<p>An organizational policy is the set of principles, norms and values that govern the functioning of the processes and the actions of the management and collaborators of an organization. The policy may also be presented in the form of a commitment or declaration. Inspectors must validate during interviews and walk-throughs that the policy exists and is enforced.</p>						
<p>A written policy is required for large farms, mills, and warehouses with more than five employees. For large farms, mills or warehouses with five or fewer employees, a written policy is not required for an evaluation of Comply. However, inspectors are still required to confirm whether there is an enforced policy in place according to the requirements of the indicator, and workers need to confirm during interviews that the policy is practiced and respected.</p>						
<p>Indications for forced labor include:</p> <ul style="list-style-type: none">• Abuse of vulnerability• Restriction of movement• Physical and sexual violence• Retention of identity papers• Debt bondage• Excessive overtime• Deception• Isolation• Intimidation and threats• Withholding wages• Abusive living and working conditions						

In some regions, it may be typical for workers to request advance payments from their employer prior to the time when they would be paid their wages/salary. Such cases are not necessarily grounds for noncompliance with SR-H3.4; however, when these arrangements are present, the inspector must ensure that there is a written agreement between the employer and the worker. The agreement must provide clear evidence that the worker made the request for advance payment; indicate the amount of advance provided; and clearly define the terms of repayment, including any interest charges. The agreement must also clearly state that the worker will not incur any obligation for themselves or any member of their family work for the entity, and that withholding of worker belongings or identity documents shall not be a recourse in the event of repayment failure. Where applicable, amounts of advances and related interest rates shall not exceed the limits established by law.

The employer must retain a copy of the agreement, and a copy must be given to the worker.

If repayment of the advance is arranged through wage deductions, these must be reflected in workers' payment records and reviewed by inspectors at the time of onsite inspection. Furthermore, the employer must maintain up-to-date records of advances made to workers, which include repayment status and amounts outstanding.

Evidence of disciplinary measures in response to repayment failure must be evaluated as ZT noncompliant under this and/or other Forced Labor and Discrimination indicators (e.g., SR-H3.6 in the event that identity documents are withheld).

SR-H3.5	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).			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required
Minimum evidence required: <ul style="list-style-type: none">• Confirmation of whether a written policy exists (if applicable); and,• Confirmation that no indication for harassment or abuse was found. Additional evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• Number of workers affected by harassment and/or abuse;• Type of workers affected by harassment and/or abuse (provided that information does not put workers at risk); and,• Type of harassment and/or abuse, including person(s) responsible.				

This indicator applies to workers as well as family labor, including any individuals involved in coffee farming or processing at the household or community level. Because of the potentially sensitive nature of including this finding during the closing meeting with the producer, inspectors must use their best judgement when presenting this information to avoid potential reprisals against the person(s) being harassed. Inspectors must validate during interviews and walk-throughs that the policy exists and is enforced.

A written policy is required for large farms, mills, and warehouses with more than 5 employees. For large farms, mills, or warehouses with 5 or fewer employees, a written policy is not required for an evaluation of Comply. However, inspectors are still required to confirm whether there is an enforced policy in place according to the requirements of the indicator, and workers need to confirm during interviews that the policy is practiced and respected.

SR-H3.6	Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition of employment.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required
<p>Minimum evidence required:</p> <ul style="list-style-type: none">• If original identity papers are required for employment, then details must be provided about the (i) types of identity papers that are surrendered and, (ii) length of time that identity papers are kept.• If a deposit is required for employment, then the evidence must specify the type and amount of deposit. <p>During interviews with workers, inspectors must verify whether they are asked for any type of personal document at the time of hiring or during the employment period and whether it is returned to them within a reasonable timeframe or kept by the administration of the entity.</p> <p>In cases where, for security reasons, workers ask the administration to safeguard their identity documents, it is important to validate that the workers have made the request independently and have access to the documents when they require it and without any type of restriction. It needs to be confirmed that the return of these documents is not subject to any conditions and that the worker’s ability to leave the organization is not restricted.</p> <p>This indicator is also applicable to any intermediary that hires workers.</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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required
Minimum evidence required: <ul style="list-style-type: none">• Confirmation of whether a written policy exists (if applicable); and,• Confirmation that no indication for type of discrimination was found. Additional evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• The number and type of workers affected;• The type of discrimination observed; and,• A description of the level at which the situation arises; and• The positions of the people involved in the nonconformity. <p>Some indications of discrimination could include:</p> <ul style="list-style-type: none">• Not hiring pregnant women;• Defining an age range for hiring (aside from minimum working age);• Not hiring persons with disabilities;• Lack of mechanisms to disclose entity policies and/or procedures to illiterate workers. <p>Distinctions based on the qualifications required for a particular job are not to be considered discrimination.</p> <p>A written policy is required for large farms, mills, and warehouses with more than 5 employees. For large farms, mills or warehouses with 5 or fewer employees, a written policy is not required for an evaluation of Comply. However, inspectors are still required to confirm whether there is an enforced policy in place according to the requirements of the indicator, and workers need to confirm during interviews that the policy is practiced and respected.</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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>Inspectors should evaluate how decisions are made about worker hiring, promotion and compensation based on interviews and composition of the workforce. Cultural norms of the country also need to be considered when evaluating the indicator.</p> <p>Inspectors must confirm if, for the same positions, level of experience, and responsibilities, the wages are equal. If they are not, inspectors must investigate to understand the reasons why. Any benefits or promotion offered to workers must take into account only performance and applicable skills.</p> <p>If there have been any recent promotions or bonuses granted, inspectors should evaluate a sample of these to confirm the process meets the requirements of the indicator.</p>				

SR-H4: Child Labor

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>The C.A.F.E. Practices Standard does not require a specific methodology for this assessment. Instead, the assessment should be tailored to the complexity, size and location of the entity’s operation. The assessment can be carried out either by entity management or assigned to an independent entity or person. In either case, those responsible for carrying out the analysis do not base it on their own perceptions of risks. They should be well-versed in relevant factors such as applicable legislation on the hiring of minors, the entity’s hiring procedures, the range of jobs performed, and the workforce dynamics in the region. A comprehensive document detailing the full assessment is required, rather than just the results or conclusions.</p> <p>Inspectors must ensure that the child labor risk assessment aligns with the findings of the inspection of the entity. It is crucial that the information is specific and tailored to the unique characteristics of the entity being inspected, rather than being generic. If the entity has concluded that there is no risk of child labor, the inspector needs to inquire further, to investigate the methodology and the sources of information used to reach this conclusion.</p> <p>Based on the results obtained from the risk assessment and the identified risk factors, the entity will define and implement a plan for monitoring and mitigating. The entity is expected to document the applicable mitigation procedures, the actions executed and the follow-up, to demonstrate compliance with the indicator.</p>				

SR-H4.2	Entity displays a written policy prohibiting child labor.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
The policy must be displayed in a visible place and in languages that are understood by the workers. The policy must be clear about its scope.				

SR-H4.3	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).				
Large Farms		Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required	
Minimum evidence required: <ul style="list-style-type: none">• Age(s) of worker(s), or children assisting family members, under 14 or the legal working age;• Reference to the legal working age;• Activities conducted by workers under 14 or the legal working age;• Schedule of when children under 14 or the legal working age work and/or are present at the entity;• If applicable, payment system for work done by children under 14 or the legal working age, including whether payment is direct to the child or indirect (e.g., through parents or other person or organization);• Information about whether children are accompanied by a parent or legal guardian;• When applicable, the school calendar including holidays in the country of inspection;• Any additional circumstances as to why the children are working and what the circumstances are (e.g., whether work is voluntary, how long has this been occurring); and,• Any additional references to relevant national legislation. <p>In cases where light work or family work is permitted by law, such work cannot interfere with minors' schooling and must not involve any activity considered hazardous (e.g., operating machinery or using sharp tools, handling pesticides, carrying heavy loads, etc.). The work must be supervised and not exceed 14 hours per week. If there are minors who carry out activities on the entity, inspectors must evaluate whether the conditions required by the law and the program are met.</p> <p>Inspectors must also evaluate the presence of minors accompanying their parents or other workers during the workday, to determine if there are any instances of indirect child labor that present evidence of noncompliance with SR-H4.3.</p> <p>For additional guidance, please review the C.A.F.E. Practices Manual and Guidance on the Evaluation of Child Labor.</p>					

SR-H4.4	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).				
Large Farms		Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option			Documentation Required
Minimum evidence required: <ul style="list-style-type: none">• Ages of young workers;• Legal reference for requirements for young workers;• Activities conducted by young workers;• Schedule of when young workers work and/or are present at the entity;• Payment system (if applicable) for work done by young workers; and,• Information about whether young workers are accompanied by a parent or legal guardian.					
Additional evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• Details about the legal requirements for young workers that the entity does not meet.					
The C.A.F.E. Practices program allows for the employment of young workers, as long as all requirements of applicable legislation are met. Inspectors must confirm that the entity complies with the legislation, especially the type of work that is permitted. Inspectors should make sure to review the activities that young workers carry out throughout the year.					
SR-H4.4 is to be evaluated for cases in which young workers (minors over the legal working age and under the age of 18) are not contracted in an employment relationship but engage in light work or family work.					

SR-C1: Worker Housing

When an entity provides housing to workers, the inspector must visit the housing in order to evaluate the associated indicators. If it is not possible to visit all housing units, inspectors should target a sample of the units based on risk. Only housing provided to workers involved in coffee production or processing is within scope of the inspection. The producer's house, if they are the owner of the farm, does not fall under the scope of these indicators. However, if the workers' housing facilities are located within the producer's house, the area corresponding to the workers' housing needs to be inspected. If worker housing is not currently occupied, but will be used in the future, the indicators below still apply. Should inspectors become aware of specific concerns, they are encouraged to take additional actions such as increasing sampling size of housing units, conducting additional worker interviews, etc.

The number of units visited during the inspection needs to be recorded as part of the evidence in the Field Notes.

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance	N/A option		Documentation required	
Minimum evidence required: <ul style="list-style-type: none">• Description of housing site in relation to harmful and irritating substances; and,• Description of the type of risk (if applicable) Additional evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• Description of the cases in which the risks have materialized in incidents within the entity (if applicable). <p>During interviews with workers, inspectors must confirm the presence of worker housing on the entity, its condition, and location, and include visits to housing as part of the entity inspection.</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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required
Minimum evidence required: <ul style="list-style-type: none">• Description of materials used for housing construction;• Description of daytime and nighttime lighting sources; and,• Description of ventilation mechanisms. <p>Inspectors should review the general condition of the housing to identify whether the construction materials can withstand weather conditions without deteriorating quickly, and whether the materials can protect the occupants from external conditions. They should also assess the housing capacity and the maximum number of people staying there to determine if there is enough space for all workers. Sufficient lighting is to be understood as lighting that allows one to read a text. It is important for inspectors to confirm with workers living onsite that the conditions identified in this indicator are adequate and are always met.</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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required
Minimum evidence required: <ul style="list-style-type: none">Distance to the water source;In cases of limited amount, calculation of the water volume available per inhabitant. <p>Inspectors must confirm that the water source and storage system, if present, provide safe water for workers to use—and undergo treatment if needed. Inspectors should validate that residents do not have to travel long distances to access water, and that the supply is sufficient to cover household needs.</p>				

SR-C1.4	Families with children under the age of 18 occupy rooms separate from other families or workers. Each room is equipped with a door that can be locked from the inside.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required
Minimum evidence required: <ul style="list-style-type: none">Confirmation that family rooms are separate from other families and workers;Confirmation that each family room is equipped with a door that can be locked from the inside. <p>Minors should not be separated from their parents at night. Inspectors must confirm that there is effective separation of the space occupied by a family, and that the locking mechanism is functional to ensure the privacy and safety of the persons occupying the room. This also means that, in the case of an emergency, the person inside the room can get out.</p>				

SR-C1.5	Adequate sanitary facilities, in sufficient number, must be provided for workers and their families within worker housing areas. Appropriate sanitary facilities for women are required for female occupants.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required
Minimum evidence required: <ul style="list-style-type: none">• Number of sanitary facilities in worker housing areas;• Confirmation that appropriate sanitary facilities for women are provided, if applicable. <p>Sanitary facilities must be appropriate to the local context, and waiting times for use must be reasonable throughout the year. Although separate toilets for women are not required, sanitary facilities must at least be private, safe, accessible and hygienic, with water and soap/hand sanitizer for handwashing and a container for disposing of menstrual waste.</p>				

SR-C1.6	In the case of occupants unaccompanied by children under the age of 18, each must have a bed available for their individual use.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance	N/A option		Documentation required	
Minimum evidence required: <ul style="list-style-type: none">Confirmation of individual bed for use. <p>Through observations and interviews, inspectors must ensure that each worker is assigned a single bed during their stay at the entity, and that practices such as ‘hot bedding’ are not carried out. Workers must be guaranteed a minimum level of privacy, hygiene and comfort. Alternatives to beds, such as individual hammocks, for workers may be sufficient to demonstrate compliance, as long as these align with local customs and common understandings of acceptable sleeping arrangements.</p>				

SR-C1.7	Workers living on-site are provided with access to safe storage for their belongings.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation required	
Storage spaces must be accessible, secure and suitable for storing workers’ belongings. If the entity’s management is safekeeping any belongings, it must ensure their safety and protection. In such cases, workers need to have convenient access to their belongings.				

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation required	
<p>Inspectors must assess the distance from the storage area to worker housing, and management of storage facilities during the year—for instance, confirming that facilities are not modified during the harvest period to become worker housing. Inspectors must also assess whether the footprints of storage facilities ever increase over the course of the year, reducing the buffer zone.</p> <p>On entities that do not use agrochemicals and/or do not have agrochemical storage, the correct evaluation is Not Applicable.</p>				

SR-C1.9	Worker housing has buffer zones of 10 meters minimum width from any agricultural productive area, and/or a live barrier that prevents agrochemical exposure to workers and their families.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation required	
<p>This indicator is closely related to the previous indicator. The difference is that in this case a separation is required between the workers’ living areas (encompassing all areas where human activity regularly takes place within worker housing—e.g., clotheslines for drying clothing) and areas of the farm used for agricultural production. These include those purposed for any type of agricultural production, in addition to those used for production of arabica coffee.</p> <p>For this indicator, if the distance of 10 meters is not reached, a live barrier between the productive area and the living area must be established. Live barriers must consist of living plants that are at least the same height as the coffee trees in the productive area, be uniform, and not contain gaps in the foliage that would allow for agrochemical drift. Live barriers cannot be made up of deciduous plants.</p> <p>On entities that do not use agrochemicals, the correct evaluation is Not Applicable.</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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation required	
<p>This indicator focuses on the final deposit of the garbage.</p> <p>If garbage is delivered to a municipal waste dump, the entity’s responsibility ends once the garbage leaves the entity premises. If there is no municipal service, and waste is stored onsite, burning it may be the last resort and result in fewer negative impacts than accumulating waste. In such cases, the requirement of a 25-meter distance from housing still applies.</p>				

SR-C2: Safe Water and Sanitary Facilities

SR-C2.1	Workers are provided with convenient and free access to safe drinking water at the worksite.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation required
Minimum evidence required: <ul style="list-style-type: none">• Water source;• Confirmation that water provided is safe to consume;• Description of water accessibility in relation to the worksite. <p>Inspectors must verify that water is safe and available, and that it comes from an uncontaminated source or has been treated. Inspectors should evaluate this indicator by interviewing the workers using the water source, as well as making observations of the basic characteristics of the source. If available, results from water quality analyses should be consulted as well.</p> <p>If the employer does not provide employees with safe water onsite and workers must bring their own water to the farm, warehouses or mill, then this indicator should be evaluated as Non-Comply. In some cases, workers, out of preference, bring water or other drinks with them to the worksite. In these cases, the indicator can still be evaluated Comply, if it is determined that this is voluntary, and that the entity has safe water for workers in case they do not bring their own water and/or wish to access it or refill their containers. This indicator applies to all types of workers, including community workers.</p>				

Points to consider when evaluating the indicator include the following:

- Does the water look clean, and is it running clear?
- Is it stagnant, or is it flowing?
- Is there any strange smell or odor coming from the water source?
- Is there evidence of wild or domestic animal activity in or near the water source?
- Is there evidence of chemical application in or near the water source?
- Is there garbage, sewage, or empty chemical containers in or near the water source?
- Is there any entity upstream from the water source (e.g., a non-organic farm or cattle ranch, a factory, a milling operation) that could be a potential source of pollution?
- Do people using the water source generally boil the water or perform some kind of treatment on the water first before drinking it?
- Do people recall ever becoming sick from drinking the water?
- Do people take any additional protective measures to protect themselves from contaminants in the water?
- In cases where workers bring their own water to the entity, is it simply because of personal preference?

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation required	
<p>Sanitary facilities can include toilets with hand washing stations, and/or other types of facilities that are appropriate to local context, such as pit latrines on farm plots.</p> <p>In evaluating SR-C2.2, inspectors should refer to four components of the sanitary facilities: (a) that access for workers is convenient, (b) that they are suitable given the local context, (c) that they do not contaminate the local environment, and (d) that in mills and warehouses if at least one female workers is employed, they are appropriate for women. In these cases, inspectors should verify the number of women using the sanitary facilities and consult with them whether the facilities have water for washing hands, have systems for disposing of hygienic waste, and offer privacy.</p>				

Inspectors must review the areas around sanitary facilities to understand the risks of contamination to sites such as worker housing, natural water sources, and dining and rest areas. Inspectors can observe some of the following points to confirm that there is no contamination of the local environment:

- The drains or outlets of the wastewater systems of sanitary systems do not discharge into bodies of water or directly into the ground without prior treatment.
- The collection and treatment systems, if any, are functional, do not have leaks or overflows.
- Near the treatment or collection systems of black or gray water and their discharge areas, if any, there is no evidence of bad odors or presence of flies, mosquitoes, or rodents.
- The wastewater collection systems from sanitary facilities are not installed near waterbodies, nor are they in dry ditches or in areas with a high degree of slope that can lead to runoff into waterbodies.

Convenient access refers to a reasonable distance from the worksite to the site where the facilities are located, breaks or times in which workers can use the facilities, and to the quantity of facilities compared to the number of workers. The World Health Organization (WHO) defines a reasonable distance to sanitary facilities to be either a 30-minute walk, or 1 km. Inspectors should evaluate SR-C2.2 as Non-Comply when the distance to sanitary facilities is either over 1 km or requires more than a 30-minute walk due to the terrain (e.g., steep slopes).

The misuse of sanitary facilities by workers (e.g., vandalism, theft from facilities) cannot result in the employer restricting access or use.

SR-C3: Access to Medical Care

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor		N/A option		Documentation required
<p>The emergency plan must be adapted to the particularities of the entity and must provide coverage to all workers. The entity must guarantee immediate access to one of the two care options cited in the indicator language.</p> <p>Inspectors should evaluate the source and reliability of transportation. If it is a manager’s vehicle, inspectors should assess how often the manager is onsite. In the case of a trained medical person (technical expert), it is necessary to evaluate the location and responsiveness of said person in addition to reviewing their credentials.</p>				

SR-C3.2	Entity has a sufficient number of readily accessible, well-equipped, and not expired first-aid kits on site.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>First aid kits must be easily accessible and transportable to production and processing areas. During the verification, inspectors should examine the kits to confirm that the products are not expired and that empty containers are not kept.</p> <p>While the contents of the kits may be defined by legislation in some countries, on entities where there are no such definitions, kit contents can be determined in conjunction with health personnel, such as a health and safety technical expert, according to activities carried out in the entity and/or or according to institutional recommendations such as those of the Red Cross.</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.				
Large Farms	Small Farms	Processors	Warehouses	PSO	
Minor		N/A option		Documentation Required	
The intent of indicator SR-C3.3 is to protect workers from costs of workplace injuries not covered by general health services. During worker interviews, inspectors must assess whether any work-related injury and illnesses costs had to be covered by the worker. Work-related injuries and illnesses should be documented at the entity or clinic level. Both a review of records and interviews with workers should be conducted.					

SR-S1: Agrochemical Exposure

SR-S1.1	Minors and pregnant women are prohibited from handling or applying agrochemicals, operating heavy machinery, and/or heavy lifting.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Minimum evidence required: <ul style="list-style-type: none">Confirmation that there are prohibitions in place on minors and/or pregnant women handling or applying agrochemicals, operating heavy machinery and/or heavy lifting. Additional evidence required for Non-Comply evaluation: <ul style="list-style-type: none">Description of the type of activity carried out by the pregnant woman or the minor. <p>A minor refers to any person under the age of 18. Inspectors should check if there are pregnant women or parents of minors on the entity to confirm that they are aware of the prohibition, and whether it has been announced and is being implemented. The emphasis of this indicator is on management and involves the implementation and monitoring of operating procedures concerning work involving agrochemicals, operating heavy machinery, and/or heavy lifting, beyond verbal prohibitions—e.g., ensuring controlled or restricted access to agrochemicals.</p> <p>Inspectors must also investigate the type of work pregnant women and minors perform onsite. For instance, if working in wet processing, whether they are expected to carry bags of cherry to the processing equipment. Other examples include pruning, carrying bags or heavy items (such as construction materials, water tanks, agricultural inputs, foods, etc.), use of machinery, construction work, or other activities that may not be evident during the harvest season.</p>				

SR-S1.2	Employer provides appropriate Personal Protective Equipment (PPE) to all applicable workers at no cost.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major		N/A option		Documentation Required
When evaluating SR-S1.2, inspectors should assess which PPE would be appropriate based on the particularities of the entity and should avoid using a checklist approach. In addition to checking for PPE provided by employers, special attention needs to be given to the type of chemicals used and who handles them. The determination of “appropriate” depends on a number of factors, including method of application, form of chemical (e.g., pellets, liquid, etc.), toxicity of substance being applied, legal requirements, and type of operation (e.g., organic). Where available, Material Safety Data Sheets (MSDS) should also be reviewed. For dry mills and warehouses, agrochemical use for fumigation of export containers that are used to transport coffee is especially relevant.				

Examples of PPE may include, but are not limited to:

- For farms: respirators with filters, protective glasses, rubber boots, waterproof gloves, waterproof clothing.
- For dry mills: protective glasses, earplugs, masks, safety boots.

When activities are contracted through third parties and require specific PPE for their performance, for example in weed control, costs for the machinery, fuel and protective equipment to perform the work are all generally included in the cost of the service. Only in the event that entity workers take on such work, the entity will be responsible for providing the necessary PPE.

If the indicator is evaluated Non-Comply, inspectors need to indicate the source of evidence. They should note if the PPE is missing or in poor condition, specify the tasks for which PPE is missing, and provide information on how frequently these tasks are performed without the appropriate PPE. Additionally, inspectors should clearly explain whether the workers are bringing their own PPE or purchasing it themselves.

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor		N/A option		Documentation required
<p>This indicator is applicable to any person handling or applying agrochemicals and operating machinery, including the farm owner, family members and all workers.</p> <p>The PPE used must conform to those specified by the manufacturer’s instructions; where available, Material Safety Data Sheets (MSDS) should be reviewed.</p> <p>There are many people who may come into contact with agrochemicals or items contaminated with them, including applicators, warehouse workers, those responsible for disposing of empty containers, workers who need to enter areas that were fumigated within the last 48 hours, and those who wash the tools or uniforms used by applicators, among others. To fully assess this indicator, inspectors need to identify these individuals.</p> <p>Inspectors should then check labels and manuals to determine the recommended PPE and compare it to what workers are actually using. They must verify that the PPE cited is both functional and complete.</p> <p>The appropriate PPE for operating machinery depends on the machine's specifications and associated risks. Factors to consider include whether the machinery emits any noise, if it is mobile or fixed, the type of fuel it requires, whether the operation is manual or automatic, and the specific components being operated, such as blades, cables, pulleys, and motors. Inspectors should observe the machinery in operation and conduct interviews to verify the risks associated with its use.</p>				

SR-S1.4	Anyone who handles, mixes, or applies pesticides has convenient access to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation required	
<p>“Convenient access” can differ depending on the entity’s conditions. Emergency washing areas and/or mechanisms must be accessible and functional, and workers must know their location and how to use them.</p> <p>Inspectors should observe and determine where product is mixed, how it is applied, if there have been any spills, and what workers would do if exposed to chemicals. Facilities for washing clothing used for handling, mixing or applying pesticides must be separate from those used for washing clothing for general daily use, i.e. those provided in workers’ housing.</p>				

SR-S1.5	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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation required	
<p>Inspectors must verify that there is an expressed prohibition on entering areas without PPE where pesticides have been applied. Mechanisms to restrict entry to fumigated areas must be disclosed to people living on or passing through the farm, and evidence should include information on how the prohibition is enforced (e.g., signposts that clearly indicate prohibition of entry, physical barriers, watchmen or similar), even to persons who do not work on the farm (e.g., school children on their way to and from school).</p> <p>The re-entry period is the time that must elapse immediately after the application of a pesticide to allow people to enter the treated area without PPE. For each product there is a designated re-entry time. If the product re-entry interval (REI) cannot be determined, 48 hours apply. When two or more products are applied at the same time and have different re-entry periods, the most restrictive one must be followed.</p> <p>The definition of pesticides includes rodenticides for rodent management in warehouses, dry mills, storage areas and housing.</p>				

SR-S2: Training

SR-S2.1	Before commencing work, all new workers receive basic safety instructions that cover emergency protocols and safety measures for minors, if applicable.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation required	
To evaluate this indicator, inspectors must interview workers to identify the basic safety instructions they have received and the steps to follow in case of an emergency. Workers are expected to know how to proceed. If minors are present, parents and other workers should have basic knowledge of the restrictions that apply to them.				

SR-S2.2	Health and safety training occurs for all permanent workers 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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Inspectors must determine which workers are permanent workers and compare against training records. If there are new permanent workers, it is necessary to assess whether training has already been carried out and whether there are topics that have not yet been addressed with them.</p> <p>The emergency protocol included in the training must contain the contingency procedure for agrochemical handling, contamination, spills or overexposure, in line with indicators CG-P1.7 and CG-P1.8. Some topics required by the indicator may not be applicable in some entities or specific situations, such as the handling of agrochemicals. Therefore, inspectors should ensure that all applicable topics are covered in these annual trainings.</p>				

SR-S3: Safe Working Environment

SR-S3.1	All workers are provided with a safe working environment.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>Examples for unsafe work environments include unprotected electric wires, uncovered trenches, unprotected water tanks and lagoons, unstable ladders and bridges, over-stacked bags of coffee, very narrow alleys, slippery floors, absence or deficiency of signage, among others.</p> <p>Safe work environments have well-ventilated and lighted enclosed areas, and machinery and equipment are kept in good condition and have adequate protection and safety devices. As applicable, there are stairs, emergency exits, and fire extinguishing mechanisms with signage and that remain accessible at all times.</p>				

SR-S3.2	Management assesses, tracks, and minimizes workplace hazards and risks.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>This indicator is closely linked to SR-S3.1, as entity management must evaluate, monitor, and implement measures to minimize risks and hazards in order to provide a safe working environment. The C.A.F.E. Practices Standard does not require or define a particular methodology to assess workplace hazards and risks; rather, the entity’s assessment must correspond with the particular activities carried out on the entity.</p> <p>Inspectors must evaluate the actions that have been taken to minimize risks and ensure a safe working environment, including the use of proper signage, improvements in infrastructure improvements, use of PPE, training, maintenance of machinery and work tools, among others.</p>				

SR-S3.3	All equipment used by workers is properly maintained and safe to use.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>Examples of equipment include, but are not limited to, wet/dry milling machinery, lift, conveyor belts, tractors, anything for transportation, spraying equipment, weeding machinery.</p> <p>Inspectors must confirm with the entity representative that maintenance schedules are clearly defined and well known.</p> <p>To verify that equipment is properly maintained, inspectors may review records of servicing, recalibration, certificates, etc.; however, inspectors should also observe machinery, ideally in operation, to validate whether there are liquid leaks, operating problems, absence of safety systems on vehicles such as mirrors or lights, etc.</p>				

SR-S3.4	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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Examples of enclosed areas on farms include agrochemical and machinery storage. An outdoor space with gates is not considered an enclosed work area.</p> <p>The goal of this indicator is to ensure that workers in enclosed areas have access to escape routes in case of emergencies. For a Comply evaluation, inspectors must confirm that all conditions in the indicator are met through observation and interviews. In order to evaluate “clearly marked”, inspectors should confirm that signs are not only clearly visible by the exit, but that workers may identify the exit/exits from wherever they are in the enclosed work area.</p>				

SR-S3.5	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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
The evacuation plan must be developed according to the type of entity and the activities carried out on it. The emergency contact information must be kept up to date and the meeting point must be in a place that does not represent a risk for workers.				

SR-S3.6	Entity has sufficient, appropriate, and readily accessible fire extinguishing tools, which are regularly inspected and maintained.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Fire extinguishing tools must be accessible, functional, and properly located, such as in warehouses, housing, offices, packing material areas, social areas, or other locations where the entity determines that a fire hazard may be present. The indicator does not require that the entity have fire extinguishers; rather, the mechanism and tools used must suit the risks present and be appropriate to the context.</p> <p>In the case where the entity provides fire extinguishing equipment with expiration dates, the inspector should review these dates on the equipment while onsite.</p>				

SR-S3.7	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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>The minimum documentation required to evaluate this indicator as Comply is a documented procedure for reporting injuries, as well as the associated records. Where documentation procedures and records for all workers are covered under an insurance program provided by the government or a third party, these must be available for review during inspection. In these cases, management does not need to develop or present separate forms of documentation. Inspectors should confirm with workers to see if injuries have occurred and compare to records to determine that these are complete, accurate, and include all fields required by the indicator.</p> <p>Only in cases where the entity does not hire any workers, the indicator is to be evaluated as Not Applicable.</p>				

SR-S3.8	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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>The intent of this indicator is to ensure that management is continuously reviewing and improving safety procedures and training materials based on workplace injuries. When inspectors identify that workplace accidents or injuries have occurred, they need to assess not only whether management has implemented changes to procedures and training materials based on these incidents, but also if this was done in accordance with the recommendations of a technical expert.</p> <p>In some countries, legislation sets out the responsibilities for staff responsible for workplace health and safety, including the recording, reporting, and assessment of injuries and accidents, as well as the review of procedures. In countries where there is no such guidance, the person designated as technical expert is expected to have knowledge of health and safety, specifically the management and reporting of injuries and accidents, in order to establish, carry out, and update the procedures as needed.</p> <p>In case no accidents have occurred, the correct evaluation is Not Applicable. This must be corroborated during interviews with workers.</p>				

SR-M1: Freedom of Association

SR-M1.1	Management policies recognize workers' rights to organizing and/or collective bargaining, as allowed by national laws and international obligations.				
Large Farms	Small Farms	Processors	Warehouses	PSO	
Minor		N/A option		Documentation Required	
<p>An example of an international obligation is ILO Convention No. 154. Inspectors must verify that the right of workers to organize is recognized by the management of the entity, that a policy is documented, and that workers are aware of it. The indicator does not require that a specific union or association exist in order for this indicator to be evaluated Comply. Instead, the indicator requires that the entity recognize and respect the right to free association and/or collective bargaining.</p> <p>Inspectors must be familiar with the forms of association or collective bargaining in the countries in which they carry out inspections.</p>					

SR-M2: Grievance Mechanism

SR-M2.1	There are regular meetings between management and workers or workers' representative(s) to improve working conditions.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Although there may not be workers’ representatives, as long as there are meetings at set intervals between management and workers, which lead to better working conditions, this indicator may be evaluated as Comply.</p> <p>Inspectors should evaluate whether the meetings are regular enough to give workers sufficient opportunity to communicate their needs based on the context of the specific entity. Meetings should be held at the time when workers are present at the entity.</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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>Grievances include issues with other workers, issues related to the work environment or conditions, among others. During interviews, inspectors should confirm that workers do not fear reprisals from bringing up grievances (or having them brought up by a designated representative) to entity administration.</p> <p>In cases of worker dismissals or non-renewal of contracts, it is important to validate the reason to ensure it was not connected discussion of grievances.</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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>To ensure accessibility, different channels should be made available through which grievances can be submitted, both electronically and non-electronically. The grievance mechanism can be internally operated, outsourced to a third party, or operated by another supply chain partner (e.g., customer), as long as it is accessible to workers and meets the criteria in the indicator. If the entity has a union or workers’ organization with a documented grievance process, this can serve as the grievance mechanism as long as it meets the criteria in the indicator. Entities should be able to provide documentation showing the operation, communication to workers, and effectiveness of the grievance mechanism, although the specific documents will vary depending on the design and operator of the mechanism.</p> <p>The grievance mechanism must include at least the following attributes:</p> <ul style="list-style-type: none">• A designated person/committee responsible for receiving, analyzing, and responding to submitted grievances. It must be ensured that there is no conflict of interest. For example, if the complaint is about a committee member, that member must abstain from participating in the review.• An established frequency (e.g., weekly) to check on grievances submitted and a clearly established timeline to respond after receipt of a grievance.• Whether received verbally or in writing, all grievances are documented and specify the nature of the complaint.• All responses to submitted grievances are documented. Responses should include items such as actions taken, responsible person/s, and follow-up monitoring.• Procedures to ensure that grievances may be submitted anonymously.• Channels that allow for illiterate workers to use the grievance mechanism.• Procedures to ensure that any complaint filed will be kept confidential. <p>After verifying that there is a functioning grievance mechanism, inspectors must confirm its dissemination to workers and confirm that channels for receiving grievances are appropriate and accessible to workers.</p> <p>During worker interviews, inspectors must confirm that they are aware of the existence of the grievance system, that it is accessible, and that they know how it works. If possible, inspectors should carry out tests of their own: for example, Does the telephone line/QR code work?, Is personal data requested?, Who has access to the grievance records?, Is there a mailbox or other device to collect written complaints?, etc.</p> <p>In some cases, the grievance mechanism may be operated by a third party, other than the entity the inspector is visiting (for example, a grievance mechanism managed by the exporter). In such cases, the inspector must confirm that it is operational and meets all the requirements of the indicator, and that its implementation has been extended to the entity and its workers. Inspectors must confirm through verifiable evidence and as reported via worker interviews, and if necessary, visiting the third-party site.</p>				

SR-M2.4	Producer provides workers with information about the grievance mechanism provided through the Producer Support Organization and how to access it.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
This indicator applies only to small farms. Inspectors should confirm during interviews that workers are aware of the existence of the grievance mechanism and in general how it works and the means to access it. Inspectors should also cross-check information provided by the producer and that provided by the PSO. The mechanism must be understood by the producer.				

SR-M3: Land Use Rights

SR-M3.1	The entity demonstrates legitimate land use rights.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>Inspectors should inquire about how long the producer has owned or used the land and how they acquired the land use right (e.g., inheritance, there was a period when tenure was formalized, etc.). If the entity has several plots of land, land use rights for each plot must be established.</p> <p>Documents that may serve to demonstrate land use rights include, but are not limited to, public deeds, purchase and sale records, possession certificates, lease contracts, land allocation documents from the state, etc. In the case of communal lands, the legitimate use of the land may be proven by presenting documents where traditional and/or customary use rights can be established. Land use documentation may be presented in digital or physical format and in different documents.</p> <p>In the case of small farms, the PSO’s map of entity locations can be used to determine whether Indigenous reserves, peasant reserves, or other communal lands have been identified, and, as applicable, to confirm how land use rights have been allocated.</p> <p>Indigenous property rights based on customary use or possession, regardless of state recognition, exist not only in cases of property claims by the state, but also in relation to third parties claiming to hold real property titles over the same areas. Recognition of Indigenous customary law as the foundation of property rights also implies that property claims or claims by Indigenous communities that lack a title to their lands must be fully taken into account.</p>				

SR-M4: Business Integrity and Ethical Conduct

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
<p>Evidence required for Non-Comply evaluation:</p> <ul style="list-style-type: none">Aspects of the operation that were not available during the verification; and/or,Items provided to inspectors that were not true or accurate. <p>SR-M4.1 should be evaluated based on whether inspectors were provided with access to all areas and information requested during the verification, and whether the information provided was true and accurate. If inspectors do not believe that the information provided was true or accurate (e.g., fraudulent payroll documents), a full description of the issue needs to be included in the evidence for a Non-Comply evaluation.</p> <p>In the case of payroll records and documents, these must coincide with the interviews and what was seen in the field. If this documentation is not available, there is a possibility that SR-M4.1 could still be evaluated as Comply, unless there was evidence that the operation was intentionally withholding those records as a way of avoiding transparency into their operations. There may be cases that the entity has failed, unintentionally, to maintain these records, resulting in a Non-Comply evaluation of SR-H1.4.</p>				

SR-M4.2	No form of bribery is offered to Starbucks or its designated representatives.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Evidence required for Non-Comply evaluation: <ul style="list-style-type: none">Type of money or other gift that was offered, and the reason for offering. SR-M4.2 refers to attempted bribery, direct or indirect. Inspectors must evaluate this indicator based on whether any bribe or expensive gifts were offered in order to influence the outcome of the verification. Inspectors should be aware of the local culture and recognize the difference between a bribe and a symbolic gesture of hospitality and follow guidance given by their organizations regarding anti-corruption practices and bribery. Further information regarding bribery and corruption is also included in the C.A.F.E. Practices Verification Organization Approval Procedure.				

5.0 Coffee Growing

CG-W1: Water Body Protection

CG-W1.1	Buffer zones exist next to at least 25% of the total area of all permanent water bodies in the productive area; buffers are at least 5 meters in width (measured horizontally from the high-water mark to the base of any coffee tree), exclude all cultivation, and are composed of vegetation.				
CG-W1.2	Buffer zones exist next to at least 25% of the total area of all of seasonal and intermittent (temporary) water bodies in the productive area; buffers are at least 2 meters in width (measured horizontally from the high-water mark to the base of any coffee tree), exclude all cultivation, and are composed of vegetation.				
Large Farms		Small Farms	Processors	Warehouses	PSO
Minor		N/A option		Documentation Required	
<p>Inspectors must refer to water body definitions when counting and classifying water bodies present in or adjacent to the productive areas and organize a walk-through to determine which parts of the productive area border water bodies. Ideally, inspectors should visit all water bodies on the farm in order to determine if the buffer zones are sufficient to meet the 25% threshold for this indicator. If the area adjacent to a water body is made up of a crop other than arabica coffee with a width of over 5 meters, this water body will not enter the scope of the inspection, since it does not border the coffee crop. If there are no permanent/temporary water bodies within the productive area or adjacent to it, then CG-W1.1/CG-W1.2 will be evaluated Not Applicable. If there are permanent/temporary water bodies, but NO buffer zones next to them, then CG-W1.1/CG-W1.2 will be evaluated Non-Comply.</p> <p>Buffer zones must consist of vegetation that is not qualified as “cultivation.” “Cultivation” includes any type of management or harvesting.</p> <p>When evaluating these indicators, the percentage to evaluate refers to the total <i>area</i> around all permanent/temporary water bodies and not the total number of water bodies. Inspectors should use visual estimation/observation to arrive at the total percentage and be sure to take the measurement from the highest water mark.</p>					

CG-W1.3	No agrochemicals are applied within 5 meters of any permanent water body within the productive area.			
CG-W1.4	No agrochemicals are applied within 2 meters of any temporary water body within the productive area while there is water present.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor		N/A option		Documentation Required
<p>Inspectors should measure the distance from the first or last coffee plant to the nearest permanent/temporary water body. During the walk-through, it is crucial to prioritize observing any temporary water bodies that have water present, if applicable.</p> <p>If there are no permanent/temporary water bodies in the productive area of the farm or adjacent to it, or if the farm does not use any agrochemicals, the correct evaluation for CG-W1.3 and/or CG-W1.4 is Not Applicable.</p> <p>Inspectors should ensure that the quantitative evidence (i.e., distance in meters) is entered in the entity report in the VRS.</p>				

CG-W1.5	Nematicides are not applied within 20 meters of any water body within the productive area.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Inspectors must confirm whether there are nematode problems on the farm and what control methods are used, if applicable. If there are no permanent or temporary water bodies in the productive area of the farm or adjacent to it, or if nematicides are not used on the farm, indicator CG-W1.5 is evaluated Not Applicable.</p> <p>Inspectors should ensure that the quantitative evidence (i.e., distance meters) is entered in the entity report in the VRS.</p>				

CG-W1.6	Farm waste and garbage sites are located at least 100 meters from any water body.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>This indicator is applicable even if there are no water bodies in the productive area, to account for possibilities of water bodies outside of the productive area (or farm) that may be within the distance specified in the indicator.</p> <p>The scope is related to the final deposit of household waste, inorganic or hazardous waste. Inspectors must verify the final disposal mechanisms for waste and whether there are open-air dumps or landfills, and measure the distance from these to the bodies of water. This indicator does not refer to processing waste, such as pulp, discarded cherries and others, which are assessed under CP-M1 (waste management) indicators.</p> <p>Inspectors should ensure that the quantitative evidence (i.e., distance in meters) is entered in the entity report in the VRS.</p>				

CG-W2: Irrigation

CG-W2.1	If mechanical irrigation is used, farm management demonstrates an understanding of local water conditions or stress factors and irrigates based on clearly identified needs.				
Large Farms	Small Farms	Processors	Warehouses	PSO	
Minor		N/A option		Documentation Required	
<p>Water stress refers to the condition where total water use exceeds the locally available water supply in the watershed (e.g., streams, rivers, groundwater), and could lead to long-term deficit. Irrigation on a set schedule does not count as “clearly identified needs.”</p> <p>Irrigation used in nurseries established for coffee cultivation is included within the scope of this indicator.</p>					

CG-S1: Soil Erosion

CG-S1.1	Farm management demonstrates knowledge of farm areas at risk of erosion and is able to communicate and/or identify on a map the areas at high risk of erosion (considering such factors as slope, soil type, and concavity).			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
The information provided by management must be consistent between what is identified on a map and what is observed in the field. It is also important to identify the factors that contribute to erosion, in order to determine the areas with the highest risk or that have already experienced erosion phenomena (e.g., landslides or soil drag).				

CG-S1.2	Farm management has knowledge about measures to minimize surface erosion.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
Inspectors must assess whether the producer’s knowledge is practical and applicable, and discuss the practices implemented by observing them directly in the field.				

CG-S1.3	At least 25% of productive area with slopes of less than 20% is covered by shade trees, and/or a layer of mulch, and/or cover crops/vegetation.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
To evaluate the indicator, it is necessary to determine which areas of the productive area have slopes of 20% or less. If cover crops are used on the farm, it is necessary to ensure that they are maintained throughout the year, unless shade trees or mulch are used in addition, considering that the indicator options for various measures to be undertaken. Inspectors must calculate the percentage covered and the type of coverage by walking through different areas of the productive area.				

CG-S1.4	On at least 25% of the productive area with slopes between 20% and 30% , contour lines, bench terraces, and/or staggered rows of coffee trees (quincunx patterns) are established, in addition to the preventive soil erosion measures identified in CG-S1.3.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>To evaluate the indicator, it is necessary to determine which areas of the productive area have slopes between 20% and 30% and then to calculate the percentage to which the measures listed in the indicator language are applied. As the erosion prevention actions required are cumulative, only one, not all, of the measures identified in CG-S1.3 is required. Inspectors should pay particular attention to the use of herbicides, which may leave the soil uncovered for part of the year.</p> <p>Quincunx patterns refer to groups of five coffee trees across three rows, in which two trees are planted on the first and third rows, forming a square/rectangle, and one tree is planted in the second row, in the center of the square/rectangle.</p>				

CG-S1.5	On at least 25% of the productive area with slopes over 30% , physical barriers (e.g., pruned branches, rocks) and/or living barriers (e.g., grasses, shrubs) are established, in addition to the soil erosion prevention measures identified in CG-S1.3 and CG-S1.4.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>To evaluate the indicator, it is necessary to determine which areas of the productive area have slopes greater than 30% and then to calculate the percentage to which the measures listed in the indicator language are applied. One of each, not all, of the measures identified in CG-S1.3 and CG-S1.4 is required in addition to a measure or measures identified in CG-S1.5. Particular attention should be paid to the use of herbicides, which may leave the soil uncovered for part of the year.</p> <p>A living barrier is defined as permanent plantings of stiff, dense vegetation established along the slope contour. Living barriers should consist of species adapted to local soil and climate conditions, which are easily established, long-lived, and manageable.</p>				

CG-S1.6	At least 50% of roads or frequently used trails or footpaths are protected from erosion through proper drainage ditches and/or other control measures (including cover vegetation on surrounding area, etc.).			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Inspectors must validate what types of roads the entity has, and which ones are frequently used. Erosion can be caused by the construction of roads with surfaces that do not allow for easy water absorption as well as the application of herbicides to remove vegetation.</p> <p>For a Comply evaluation for this indicator, the entity is not expected to implement all protection measures listed. Measures implemented will be defined by the producer based on the type of road, location, slope and other characteristics that are considered relevant.</p> <p>In cases where roads are adjacent to the farm, the entity is responsible to protect against erosion on their property</p>				

CG-S2: Soil Productivity

CG-S2.1	At least 25% of the productive area is covered by a layer of organic matter (dead and decaying biomass, such as mulch, grass, leaves, branches, etc.) and/or nitrogen-fixing cover crops.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
For a Comply evaluation, the entity can implement one of the practices defined in the indicator, provided that the established percentage is met. Soil coverage needs to be maintained throughout the year.				

CG-S2.2	Pruned branches, twigs, leaves, and other live barrier materials are mulched and/or left as a soil amendment.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>The scope of this indicator is the productive area; therefore, coffee trees and shade trees are within the scope. Exceptions can only be made in cases of diseases that require a specific management (e.g., <i>Moniliophthora perniciosa</i> in intercropped cacao).</p> <p>Inspectors must understand how these materials are managed—for example, whether pruned branches are spread throughout the plot, piled up, or distributed between rows, etc. When used as fuel for domestic use, burned or used for biochar production, etc., the indicator is to be evaluated Non-Comply.</p>				

CG-C1: Deforestation

CG-C1.1	There has been no deforestation or conversion of natural ecosystems or primary forest to agriculture since January 1, 2004 within the entity.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• Date that land was converted;• Type of forest or land that was converted;• Purpose for land conversion; and,• Approximate area converted (in hectares). <p>Inspectors must evaluate CG-C1.1 as Non-Comply if a natural ecosystem or a primary forest has been converted to any type of agricultural production, not only coffee. This includes pasture for livestock. The indicator must be evaluated Non-Comply even if primary forest deforestation or natural ecosystem conversion was caused by natural events, such as fire, and the area was subsequently converted to agricultural use.</p> <p>Conversion to agriculture of all types of natural ecosystem should be considered in evaluation of the indicator (e.g., cerrado or savanna in Brazil).</p> <p>Inspectors must inquire about crop planting dates, recent planting or renewal, expansion of crop areas, previous uses, changes in land ownership and type of vegetation in the area, as well as verify the type of vegetation and traces of tree felling during their walk-through, to establish land use changes from 2004 onwards.</p> <p>Inspectors should consider changes in land ownership when evaluating this indicator. For example, if deforestation is found to have occurred while the entity was under different ownership, and the current owner has complied with the requirements of the Standard since owning the property, CG-C1.1 can be evaluated Comply.</p>				

CG-C1.3	Any removal of native trees from the productive area is legally compliant.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Minimum evidence required: <ul style="list-style-type: none">Legal reference confirming permissions to remove native trees. <p>During the inspection, inspectors must identify the presence of native trees within the productive area and visit renovated areas, newly planted or recently acquired areas, to validate whether there was any removal of native trees.</p> <p>It is important for inspectors to know the applicable legal requirements. Although the indicator does not have a documentation requirement, producers must provide, and inspectors must review, documentation if the law requires it to demonstrate legal compliance. If there are no applicable legal requirements pertaining to the removal of native trees, CG-C1.3 is to be evaluated Not Applicable.</p>				

CG-C1.4	Established native trees within the productive area are removed only when they constitute a human hazard, and/or if, after all options within the shade management plan have been exhausted, they continue to cause significant competition for existing coffee plants.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Inspectors must establish whether native trees have been removed from the productive area. A tree is to be considered “established” if the area where it is growing has not been managed, e.g. though regular weeding, thus allowing the tree to develop. Inspectors should investigate whether there are native tree species in the area that have commercial value. If native trees have been removed, inspectors must confirm whether these represented a danger or were a last resort due to adverse impacts on crop productivity. As documentation is not required for CG-C1.4, the reference to a plan in the indicator language is to be interpreted as the set of approaches the farm has developed internally to manage shade. A formal plan, per the C.A.F.E. Practices program definition, is not needed.</p> <p>If there are no native trees on the farm to remove, the indicator should be evaluated as Comply.</p>				

CG-C2: Protected Areas

CG-C2.1	Areas designated as legal reserves, conservation areas, or protected by law are preserved.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Evidence required for Non-Comply evaluation: <ul style="list-style-type: none">Type of degradation or destruction activity carried out in the conservation area. Inspectors must determine the type(s) of protected areas located in the area where the inspection is being carried out and establish whether clear measures have been implemented for their protection. The entity must confirm that the areas are known and properly identified.				

CG-C2.2	As required by applicable law, a portion of the total farm area is set aside as a conservation emphasis area.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Minimum evidence required: <ul style="list-style-type: none">• Reference to legal requirement for conservation emphasis area;• Total area left in conservation. <p>Inspectors must verify whether there are legal requirements regarding percentages or areas that must be maintained on farms for conservation, verifying that these are met through observation of use and characteristics in the field. Inspectors must verify that the sum of the areas under conservation, the total productive area, and other land uses on the farm are not greater than the total area of the farm.</p> <p>If there is no specific legislation that determines the percentage or area that the farm must be maintained in conservation, the indicator is to be evaluated Not Applicable.</p>				

CG-C3: Wildlife Protection

CG-C3.1	Hunting threatened or rare wildlife species and unauthorized collection of flora and fauna are not allowed on the property.				
Large Farms		Small Farms	Processors	Warehouses	PSO
Major		N/A option		Documentation Required	
Inspectors must confirm that the entity has an established ban in place. They must also assess whether entity management is aware of threatened and rare species and actively shares this knowledge with workers. Additionally, during worker interviews, inspectors must verify that none of the practices outlined in the indicator are being conducted.					
“Unauthorized” refers to any authority, either from a legal perspective or management. This extends to the collection of parts of flora and fauna as well					

CG-P1: Agrochemical Management and Recordkeeping

CG-P1.1	All agrochemicals used on the farm have been selected following agronomic recommendations.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>“Agronomic recommendations” refer to recommendations of the agrochemicals to be applied that come from a professional or endorsed technician. This may be the producer, a family member of the producer, personnel from the PSO, an external advisor, technical personnel from rural government extension teams, or an institution in the agricultural field, among others.</p> <p>The agronomic recommendation must at least cover the product to be used, the dosage, the application method, the time of application, as well as if there are any particular conditions for its use, e.g. environmental conditions, mixing with other products, etc.</p> <p>The inspector must be informed about the instructions for use of each product used in coffee cultivation and corroborate the source of the recommendations. If the producer’s agrochemical purchases and use are made based on recommendations from the PSO’s own agrochemical store, this may be valid for a Comply evaluation.</p>				

CG-P1.2	Farm does not use pesticides that are classified by the World Health Organization as Type 1A Extremely hazardous or 1B Highly hazardous , or that are banned according to national, regional, or local laws.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• Active ingredient of illegal or prohibited pesticides used;• Purpose for use of illegal or prohibited pesticides;• Duration of time that illegal or WHO-listed pesticide has been in use and last day of application; and;• Legal reference (if applicable) or specification of whether pesticide is listed as Type 1A or 1B. <p>In order to determine the types of pesticides used by the entity, inspectors should firstly inquire about the pests and diseases that have affected the crop, including seedlings in nurseries. They should then consult all information available and make necessary observations, including, if available, review of agrochemical purchase records, agrochemical management plans, and chemical use records/maps; visiting agrochemical storage facilities, including the area where empty containers are stored; and conducting interviews with management and workers. Inspectors must check the active ingredient of the product and not simply rely on the label color.</p> <p>The 1A and 1B list can be found on the website of the WHO: (https://www.who.int/publications/i/item/9789240005662 at time of publication of this document).</p> <p>Whenever the list undergoes an update and a new ingredient is added, producers must phase out this product within 18 months of the publication date of the revised version to avoid receiving a Non-Comply evaluation.</p>				

CG-P1.3	Pesticides belonging to the neonicotinoid family are only used in cases where there are no other technically or economically viable alternatives and follow agronomic recommendations, which document application timeframe, formulation, dose, application method, and frequency.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required*	
<p>* Documentation for small farms is required.</p> <p>If a neonicotinoid is used, inspectors must inquire about measures taken before its application, and how the product was recommended. Records should also be reviewed to corroborate application timeframe, formulation, dose, application method, and frequency.</p>				

CG-P1.4	Pesticides belonging to the neonicotinoid family are applied in drench, outside of coffee flowering peaks, and in the absence of flowering weeds.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
This indicator is closely related to CG-P1.3. Inspectors must determine when there are peak flowering periods and compare with application records, as well as validate weed management on the farm, to corroborate that neonicotinoids are used outside of crop and weed flowering periods. The method of applying the product in drench must be confirmed with the producer.				

CG-P1.5	Farm keeps purchase records of pesticides, specifying date, product, product formulation, active ingredients, quantity, and supplier of purchase for each pesticide.				
Large Farms		Small Farms	Processors	Warehouses	PSO
Major		N/A option		Documentation Required	
<p>The scope of the records is for products used on coffee. Inspectors should compare the records with the products found on the farm.</p> <p>If one of the items listed in the indicator is not on the record presented by the farm, the correct evaluation is Non-Comply. Product formulation refers to its form, liquid, powder, or gas.</p>					

CG-P1.6	Farm maintains records of pesticide application specifying the date, product, product formulation, active ingredient, quantity, and location or area of the farm for each pesticide application.				
Large Farms	Small Farms	Processors	Warehouses	PSO	
Minor		N/A option		Documentation Required	
Inspectors should cross-check the information recorded with that obtained through interviews and observations. If one of the items listed in the indicator is not on the record presented by the farm, the correct evaluation is Non-Comply.					

CG-P1.7	There are contingency procedures for handling pesticide spills and overexposure.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>For a Comply evaluation, this indicator requires a document to support the evidence. However, it is required that the procedures for handling pesticide spills and overexposure must be implemented and not solely written in a document.</p> <p>Inspectors must verify that people who handle or are exposed to pesticides know the procedure. They must also verify what mechanism exists for spill control and access to emergency mechanisms.</p>				

CG-P1.8	Agrochemicals are mixed and spraying equipment is loaded in ventilated areas. If products are mixed in the field, precautions are taken, and procedures are in place to handle accidents, spills, or contamination.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
Farms must have a document describing procedures and precautions for mixing and loading spray equipment, as well as for handling accidents, spills, or contamination. Inspectors must verify, visually and/or by interview, that the farm is following safety measures for mixing and loading agrochemicals. There must be access to sufficient water for those mixing agrochemicals to wash themselves in case of contamination. Inspectors must verify that the loading and mixing areas are ventilated and that vapors do not accumulate.				

CG-P1.9	Spraying equipment is maintained in good working order and cleaned in the agrochemical storage or mixing areas after use.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Inspectors must check that the components of the equipment used to apply agrochemicals (e.g., nozzles, connections between hoses and tanks, etc.) do not present risks for leakage, punctures, or contamination between different chemicals, etc. During the walk-through, the inspector must verify how the equipment was stored and if it is clean.</p> <p>Inspectors may consider the amount of equipment to review based on a review of maintenance records, in addition to general observation of the conditions of the equipment. If, in general, more equipment is observed in bad condition, further investigation should be conducted to check for issues that present risk of contamination to the users of the equipment.</p>				

CG-P1.10	Empty chemical containers are returned to the supplier, vendor, or other post-consumption collector; or, in the absence of these options, are triple rinsed, punctured, and appropriately disposed of to prevent further use or injury.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>In the absence of an option to return empty chemical containers to the supplier or a post-consumption management program, appropriate disposal is that which minimizes risks to people and the environment. In such cases, the containers must be triple-rinsed, punctured, and buried in an appropriate place. Empty containers may not be disposed of in open fields or near bodies of water. Incinerating containers should only be considered as a last resort, when there are no other viable alternatives (e.g., where the size of the farm prevents them from being buried due to the proximity of water bodies).</p> <p>Reuse of containers is not permitted, and inspectors must be alert to identify this practice, which can be very common.</p>				

CG-P2: Pesticide Storage

CG-P2.1	Pesticides are stored in a locked, adequately ventilated, and lit place with controlled access, separate from food products, common areas, and dangerous or flammable substances, like gasoline and paint.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Inspectors must verify that the pesticide storage site does not have accumulated vapors, has controlled access, and is separate from food or substances with which negative interactions could occur. If the storage site is in the producer's home, inspectors must confirm that storage is separate from common areas and other areas of permanent human activity.</p> <p>If pesticides are stored in a bucket, when they are to be used, the container must be handled in an open and ventilated area, to avoid exposure to vapors.</p>				

CG-P2.2	Pesticides that are stored have original manufacturer’s labels and are clearly organized and separated according to toxicity and use.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
Inspectors must validate that products are stored in their original packaging and are not repackaged and confirm that the original label remains legible. Products are stored separately according to their toxicity and intended use.				

CG-P2.3	Pesticide storage site has adequate safeguards to control spills (e.g., impermeable floors, physical barriers to prevent external contamination).			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>In order for this indicator to be evaluated as Comply, pesticide storage must include at a minimum impermeable floors (i.e., those not made of wood) and physical barriers to prevent larger spills without manual intervention. The presence of sand, etc. is not sufficient.</p> <p>Inspectors must validate that there is a system that allows any spill to be contained, that the system has the capacity to contain the entire volume of stored product, and that the surface of the storage area allows for the collection of spills. Additionally, there must not be any cracks or absorbent materials that, once contaminated, emit vapors.</p>				

CG-P3: Integrated Pest Management

CG-P3.1	Farm takes physical and timely action to control sources of infestation.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Pruning or other agricultural practices may be considered physical action to control sources of infestation only if controlling an infestation is one of the intents of that process. This should be confirmed by inspectors during the farm visit and during interviews with management and workers. It should not be considered acceptable if pruning is only used for productivity or other purposes, instead of controlling for infestation. The most important element for this indicator is that the farm takes action before resorting to chemicals.</p> <p>“Timely” means taking these actions before the pest or disease causes economic damage, and that the measures taken are in accordance with the incidence of the pest.</p> <p>Inspectors should verify which physical control measures are taken first in the event of an infestation, when they are implemented, and how control measures are escalated. Inspectors should determine whether acceptable infestation thresholds are known prior to biological or chemical intervention.</p>				

CG-P3.2	Farm implements an Integrated Pest Management (IPM) plan for monitoring for pests, diseases, and symptoms of nematode infestation.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Documentation of the implementation of the IPM should include at a minimum:</p> <ul style="list-style-type: none">Supporting documentation with monitoring data.Supporting documentation that the farm implemented the activities outlined in the plan. <p>Inspectors must assess that the IPM is documented and includes all pests, diseases and parasites relevant to coffee cultivation, and that the plan is implemented. There must be alignment between the written plan and the measures being carried out, and inspectors must refer to the definition of Integrated Pest Management when reviewing the plan. Biological control is an option for IPM, but its use is not mandatory.</p>				

CG-P3.3	Training on IPM is provided to relevant workers, including locally relevant guidance on non-pesticidal methods for controlling coffee pests and weeds and managing diseases.				
Large Farms		Small Farms	Processors	Warehouses	PSO
Minor		N/A option		Documentation Required	
Inspectors should cross-check training documents and supporting documentation with interviews conducted to determine whether all relevant workers responsible for pest and disease management received training, and whether all topics required by the indicator were addressed, including pesticide-free methods for coffee pest and weed control and disease management.					

CG-M1: C.A.F.E. Practices Management and Monitoring

CG-M1.1	Management has developed and is implementing a written C.A.F.E. Practices work plan, and improvement activities are tracked and documented.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>While it is acceptable that the work plan presented is not specifically for C.A.F.E. Practices, in such a case the inspector should receive from farm management a clear reference to the planned improvement activities, as they relate to specific indicators of the C.A.F.E. Practices Standard, in order to grant a Comply evaluation.</p> <p>Entities in new applications can have a plan that includes projections for the future and templates for monitoring activities. Entities that are part of reverifications need to base their plans on results of previous verifications, where applicable, or self-assessments to show progression. Proof of follow up and documentation of improvement activities must be presented.</p> <p>Inspectors must confirm that management has participated in the development of the plan, is aware of it, and endorses its implementation. Inspectors should review the plan and compare what is proposed with what is being implemented.</p>				

CG-M1.2	Management holds at least one annual meeting with key personnel to discuss C.A.F.E. Practices improvement plans and activities.				
Large Farms	Small Farms	Processors	Warehouses	PSO	
Major		N/A option		Documentation Required	
<p>For new verifications, this indicator is evaluated based on whether the farm conducted any meetings in preparation for the verification.</p> <p>Inspectors must identify the key personnel at the entity and review whether there is a record of the meeting, to confirm the attendees and that the topics specified in the indicator were included.</p>					

CG-T1: Traceability

CG-T1.1	If farm hires a contractor to transport coffee to a processor or warehouse, there is a system to track C.A.F.E. Practices coffee through transportation.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option	Documentation Required		
<p>This indicator is applicable to large farms that transport cherry to mills or warehouses using transport contracted with third parties, e.g., relying on a neighbor who is not part of the program, to bring coffee to the processor or warehouse. In cases where the producer transports the coffee using their own vehicle, or the warehouse or mill arranges and sends its own transport, the indicator is Not Applicable.</p> <p>The inspector is required to verify the hiring of the transporter and the tracking system in place, ensuring segregation is maintained and confirming how the coffee is transported from the farms to the next downstream actor.</p> <p>To grant a Comply evaluation, records demonstrating the segregation and tracking system (e.g., identification system, and/or shipping documents, etc.) are required.</p> <p>Even if no purchase of coffee is being made at the mill and/or the warehouse, it will be necessary for inspectors to evaluate CG-T1.1 and/or CP-T1.1 to determine whether C.A.F.E. Practices coffee is tracked from the point of entry to the point of output, including farm-contracted transportation to the mill or warehouse, if applicable.</p>				

6.0 Coffee Processing

CP-W1: Water Use Efficiency

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.			
Large Farms	Small Farms	Processors (wet only)	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>To receive a Comply evaluation, the mill must demonstrate awareness, i.e., understanding of their impact on the water source AND take steps to maximize efficiency. If the mill demonstrates awareness that no water stress exists in the watershed, but does not take steps to maximize efficiency, inspectors should evaluate the indicator as Non-Comply.</p> <p>Inspectors must triangulate information provided by management through interviews and observation, to determine whether the facility demonstrates knowledge of the source of water supplied and whether the area is water stressed. It is important to understand the processing method and activities for which water is used at the mill and to determine whether changes or improvements have been made to make more efficient use of the resource.</p>				

CP-W2: Wastewater Impacts

CP-W2.1	Wastewater from pulping and washing is treated and managed in a way that does not contaminate the environment, including water bodies.			
Large Farms	Small Farms	Processors (wet only)	Warehouses	PSO
Minor		N/A option		Documentation Required
<p>The scope of the indicator encompasses wastewater from coffee processing, such as pulping and washing. Water used for moving cherry in hoppers or chutes is not within scope, as long as it is not mixed with water for processing.</p> <p>The inspector must verify that the entity has at least one primary treatment, such as sedimentation tanks, skimmers, filters, lagoon system, or others, which facilitate reduction in contaminant load. The system must have the capacity to receive and treat the water used in processing at the peak of harvest, to ensure sufficient retention time of the water and therefore the functionality of the system. The inspector must further confirm that the wastewater is managed in such a way that its disposal does not negatively impact the point where it is discharged.</p> <p>There are three main types of lagoon treatment systems: facultative lagoons, anaerobic lagoons, and aerated lagoons. The most used in coffee are facultative lagoons, which consist of shallow ponds that allow for aerobic and anaerobic processes to occur. Within lagoons, processes including sedimentation and sunlight disinfection occur. Ultraviolet light from the sun kills pathogens, and biological processes involving bacteria and algae break down organic matter in wastewater. For these processes to take place, a retention time for the water in the lagoon is required. Additionally, these sites must allow for infiltration into the soil.</p> <p>If no treatment system is implemented, or if it is observed that water is overflowing and/or dumped directly onto the ground or into a body of water, the indicator must be evaluated as Non-Comply.</p>				

CP-W2.2	If wastewater is discharged into a water body or a drainage system, wastewater tests are conducted and recorded for all exit points at least once during harvest at a time of high-volume processing. Tests meet established environmental regulatory norms.			
Large Farms	Small Farms	Processors (wet only)	Warehouses	PSO
Major	N/A option**		Documentation Required*	
<p>* Documentation for small farms is required.</p> <p>Inspectors must identify where treated wastewater is discharged, determine if there are one or more discharge points, and triangulate the information to determine if testing has been performed at each discharge point and whether the date of testing coincides with a time of high-volume processing.</p> <p>If the entity has several discharge points but only performs tests at one of these points, or if the analyses are performed when the volume of wastewater is minimal, the indicator is to be evaluated Non-Comply. In some countries, legislation may distinguish the parameters for discharge into bodies of water and discharge into drainage systems, which must be taken into account when carrying out and reviewing wastewater tests.</p> <p>If the inspector confirms that there are no established regulatory norms, CP-W2.2 is to be evaluated Not Applicable and CP-W2.3 is to be evaluated for compliance.</p> <p>** Indicator should be evaluated “Not Applicable” for mills that process 3500 Kgs or less in green coffee.</p>				

CP-W2.3	In the absence of environmental regulatory norms, if wastewater is discharged into a water body or drainage system, wastewater tests are conducted and recorded for all exit points at least once during harvest at a time of high-volume processing. Tests meet the following parameters:			
	<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)			
Large Farms	Small Farms	Processors (wet only)	Warehouses	PSO
Minor		N/A option**		Documentation Required*
<p>* Documentation for small farms is required.</p> <p>When evaluating CP-W2.3, inspectors must confirm that there are no regional, national, or local legal parameters. If the country has legislation regulating discharge parameters, the indicator should be evaluated Not Applicable and CP-W2.2 evaluated for compliance instead.</p> <p>The guidance for evaluating CP-W2.3 aligns with that for evaluating CP-W2.2.</p> <p>** Indicator should be evaluated “Not Applicable” for mills that process 3500 Kgs or less in green coffee.</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).			
Large Farms	Small Farms	Processors (wet only)	Warehouses	PSO
Minor		N/A option**	Documentation Required	
<p>Lagoons allow water to evaporate, leaving sludge from the remaining solids to be recovered, composted, and used as fertilizer. In the case where wastewater is sprayed onto fields, water disposal takes place partly through evaporation and partly through infiltration.</p> <p>Inspectors must determine the distance between fields or lagoons and permanent water bodies, taking the straight-line distance between the maximum extent reached by the wastewater (considering the possibility of overflow and spills) and the highest point of the permanent water body.</p> <p>** Indicator should be evaluated “Not Applicable” for mills that process 3500 Kgs or less in green coffee.</p>				

CG-M1: Waste Management

CP-M1.1	Processing wastes, including waste solids from sedimentation ponds, are managed in such a way as to not contaminate the local environment.			
Large Farms	Small Farms	Processors (wet only)	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>If not managed properly, processing waste and leachates from decomposition can generate contamination of water sources and soil and be a source of vectors and cause damage to crops. Among the management options, waste can be composted, processed by worms or decomposed, to be then used on the coffee plot or on seedlings.</p> <p>Inspectors must check that processing waste and its by-products, including sedimentation pond waste, are managed and do not contaminate the environment. Management systems must be appropriate to the type of waste and have sufficient capacity for the volumes generated. Evidence should include descriptions of the way waste is processed and observations on the effect of waste management. This indicator does not apply to wastewater.</p>				

CP-M1.2	If skin, pulp, mucilage, lixiviates, and unacceptable cherries are not distributed to third parties for further processing or use, they are composted, left to decompose, or be processed by worms.			
Large Farms	Small Farms	Processors (wet only)	Warehouses	PSO
Minor		N/A option		Documentation Required
Entities are required to manage the composting process to ensure sufficient time and conditions for its completion. Inspectors must confirm that the facility has composting, vermiculture, or other systems for managing solid waste from coffee processing. Raw pulp cannot be applied in the field or deposited in streams or landfills.				

CP-M1.3	Any hazardous wastes are identified, treated, and appropriately disposed of to prevent further use or injury.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Inspectors must verify that hazardous waste is identified, treated, and managed on the entity, implementing mechanisms for its safe handling and disposal. If hazardous waste has not been identified and/or its management has not been established, the indicator must be evaluated Non-Comply.</p> <p>The management of chemical product containers is evaluated under indicator CG-P1.10. Some types of waste that could be included in this indicator are used oils, materials contaminated with fuels such as filters, containers or waste from spill collection, expired medications, contaminated biological material (wound dressings, syringes, needles, etc.), lighting fixtures, batteries, among others. In the case that some wastes, such as used oil, have practical uses on the farm, the indicator can still be evaluated Comply if it is demonstrated that use does not lead to the potential for injury.</p>				

CP-E1: Energy Conservation

CP-E1.1	Wood used for drying coffee comes from pruning of coffee, shade trees, responsibly managed forests, or other minimal impact harvests (e.g., salvage).			
Large Farms	Small Farms	Processors (wet only)	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>In order to evaluate the use of wood from responsibly managed forests, documentation (e.g., a sustainability certification, confirmation of participation in a sustainable forestry program, etc.) must be provided. Documentation of wood used from such sources also needs to show the origin of the purchased wood and present evidence aligning quantity purchased with quantity used by the entity.</p> <p>Salvage wood is that which comes from structures or furniture that have lost functionality, or are severely deteriorated, and whose use as wood for coffee processing activities helps prevent logging or the use of new wood as fuel.</p> <p>During inspections, any signs of tree felling should be noted.</p>				

CP-T1: Traceability

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.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance	N/A option		Documentation Required*	

* No documents required for integrated estates.

Minimum evidence required:

- Description of intake procedure;
- Comparison of information recorded at the intake with the information given at the sampled farms and if it aligns;
- Description of methods for keeping C.A.F.E. Practices coffee physically separate from non-C.A.F.E. Practices coffee (e.g., bag labels; storage areas; separate processing runs, etc.);
- System of documentation used for ensuring C.A.F.E. Practices coffee is separate from non-C.A.F.E. Practices coffee (e.g., receipts; invoices; weigh-bridge tickets, etc.);
- Deficiencies in the system of documents or physical segregation that would lead to mixing of
- C.A.F.E. Practices and non-C.A.F.E. Practices coffee; and,
- For supply chains in which a collector or other intermediary is used to aggregate coffee from producers prior to delivering to the mill, information about their traceability practices must be included in the evidence. For small-farm applications, this step in the supply chain must be evaluated within the scope of PS-T1.1.

The tracking system requires that C.A.F.E. Practices coffee be kept distinct from non-C.A.F.E. Practices coffee. Coffee sold as C.A.F.E. Practices must be traceable as coffee that was produced and processed by entities that are included in the verified application. A mass balance system for tracking coffee, which equates total C.A.F.E. Practices coffee received to total C.A.F.E. Practices coffee delivered, while allowing for mixing of coffee from C.A.F.E. Practices verified sources with other sources is **not** acceptable.

The entity representative must be able to verbally explain the tracking process, and the origin and departure of the coffee must be clearly identified. Furthermore, CP-T1.1 requires the implementation of a documented system for coffee tracking and not just the establishment of a protocol or procedure. If the entity has established the procedure but does not have documentation to support its implementation, the evaluation of the indicator must be Non-Comply.

If inspectors review documents that show coffee coming from different wet mills or farms into the mill being inspected, but do not see that the mill tracks the lots from C.A.F.E. Practices verified and unverified sources uniquely (e.g., through lot numbers or physical segregation), then either a supply chain discrepancy procedure should be followed to report that either a farm or wet mill is potentially missing from the application OR the entity should be given a Non-Comply evaluation.

Even if no purchase of coffee is being made at the mill and/or the warehouse, it will be necessary for inspectors to evaluate this indicator to determine whether C.A.F.E. Practices coffee is tracked from the point of entry to the point of output.

In cases where a mill or warehouse contracts with a third party to deliver or pick up coffee from another entity, it remains the responsibility of the hiring entity that segregation and traceability are maintained

throughout transport. If the third party acts independently, they need to be considered as an intermediary or potentially as a warehouse.

CP-T1.2	Entity has a system to confirm ownership before making any payments for coffee delivered.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>In the case that a producer does not deliver cherry/parchment to a processor or warehouse directly and instead designates another person(s) do so on their behalf, the producer must have communicated all authorizations to the receiving entity.</p> <p>Inspectors must check the implementation of the system onsite during the inspection with the responsible persons, who ensure that, after the entity has received coffee from a C.A.F.E. Practices farm, payments for coffee are only made once the origin and ownership of the coffee have been confirmed. The system must be kept up to date with information on the producers or their third parties authorized to deliver the coffee.</p> <p>As this indicator focuses on payments made, in the case of integrated wet mills, where no payment is made for the processed coffee, or in the case of any entity receiving coffee from another entity belonging to the same supply chain and not carrying out purchase and payment, this indicator is to be evaluated Not Applicable.</p>				

7.0 Producer Support

PS-M1: Internal Management System

PS-M1.1	Producer Support Organization designates an Internal Management System (IMS) administrator, defines the roles and responsibilities for each of the IMS staff positions, and keeps updated records of the personnel fulfilling these roles.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
The PSO must ensure that the functions, responsibilities, and authorities of the roles relevant to the IMS are defined, assigned, communicated, and understood throughout the organization and by the responsible parties. These must be up to date at the time of verification. The same person may be in charge of different roles or assume other responsibilities, provided that their capacity, competence, and impartiality to perform these roles can be guaranteed.				

PS-M1.2	Producer Support Organization documents the procedures used to implement the internal management system (IMS), including the evaluation methods to be followed when assessing member producers against C.A.F.E. Practices Standard indicators.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>The PSO must document the procedures that cover the activities carried out through the internal management system (e.g., trainings and dissemination of program information, internal inspections, etc.). The procedures must be specific and clear in describing how, and with what frequency, the activities will be carried out. These should be appropriate to the size and complexity of the application.</p> <p>Inspectors are expected to conduct interviews with internal inspectors to confirm that they are familiar with internal inspection methods and instruments and implement them in a standardized manner. They also validate that the implementation of procedures in the field is in line with what is established in the documentation.</p>				

PS-M1.3	Producer Support Organization documents conditions for member inclusion and exclusion as well as the mechanisms available to appeal these decisions.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>The conditions for inclusion and exclusion of producers must be clearly defined. In many cases, these are included in the statutes of cooperatives, associations or other types of organizations. This is acceptable, as long as the statutes contain all the requirements of the indicator.</p> <p>Inspectors are expected to validate the existence of documented procedures containing the conditions for inclusion and exclusion of producers, that the conditions are known to producers, and that there is an appeal mechanism available to producers to appeal decisions. Inspectors must also verify that the inclusion or expulsion procedures are followed as written.</p>				

PS-M1.4	Producer Support Organization maintains a map that accurately shows the location of each farm and other entities in the application (i.e., warehouses and processors) and includes all roads, medical centers, and schools that fall within the area covered by the map.					
Large Farms		Small Farms		Processors	Warehouses	PSO
Minor			N/A option			Documentation Required
<p>If some entities are located in different geographic areas, far from each one another, separate maps can be created. The maps can be managed in physical or digital formats, as long as the location information of the entities can be accessed and is kept up to date with application data. Information on entities’ geographic locations will allow the PSO to better identify risks and prioritize areas of intervention.</p> <p>Aside from the PSO, inspectors must verify that the map contains each and every entity, performing random cross-checks with application entities, and confirm the existence of facilities and infrastructure during field inspections.</p>						

PS-M1.5	Producer Support Organization develops and implements a risk management plan annually, which identifies the most significant risks for obtaining and/or continuing approval in the C.A.F.E. Practices program and details the actions followed to mitigate these risks.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>Risk identification serves to identify risks that may prevent the application from obtaining or maintaining its approval status in the C.A.F.E. Practices program. The purpose of a risk management plan is to specify risk management options that will be implemented, to ensure that those responsible for management understand the arrangements and can monitor progress against the plan. The information contained in the plan could include the identified risks related to financial resources, personnel capacity, climate impacts on agricultural activity, among others.</p> <p>In order to prepare the risk management plan, the PSO must identify and categorize risks using the methodology it considers appropriate, considering such factors as the size of the application, the local context, etc. Risk categorization could be done according to risk origins (i.e., whether external or internal to the application’s entities) and/or risk characteristics (e.g., operational, financial, market, strategic, legal, political, etc.). The plan should be updated when a risk is identified that could adversely impact Standard compliance but must be updated at least once a year.</p> <p>Inspectors must verify that there is a documented risk assessment plan that is updated annually, verifying the last update date, and that there is support for its implementation.</p>				

PS-M1.6	Producer Support Organization actively shares and explains applicable C.A.F.E. Practices program requirements, including all Major and ZT indicators, with all participating producers .			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>The PSO must present evidence of disseminating outreach material with producers, and PSO staff are expected to describe the mechanism for disseminating the requirements to producers. The inspector must review the material shared, to ensure that it includes all the Major and ZT indicators, and verify the mechanism for disseminating the requirements to producers. For a Comply evaluation, records can list the topics addressed in a general way; it is not necessary for each of the indicator of the Standard to be listed.</p> <p>During onsite inspections with the selected sample of producers, the inspector must corroborate information gained through the PSO inspection to confirm that the requirements have been shared with the producers (see backsides of the Field Notes).</p>				

PS-M1.7	Producer Support Organization maintains copies of written agreements or identification cards given to producers in their local language when they commit to implementing C.A.F.E. Practices requirements.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>In order to evaluate PS-M1.7, inspectors must conduct document review at both the PSO office and with producers during field inspections, assessing a sample of written agreements or ID cards to validate the content of the agreements or cards and that they are in the local language, and to confirm that they refer to C.A.F.E. Practices. The PSO must keep copies of the agreements signed by the producers and confirm that the producer has committed to comply with the requirements of the program.</p> <p>Ideally, a contract and/or agreement will be made between the PSO and farmers on an individual basis (e.g., one contract per farmer). A single contract between the PSO and a group of farmers is acceptable only if each farmer has signed the agreement. Group contracts between a PSO and one person representing several producers, however, are not sufficient for a Comply evaluation.</p>				

PS-M1.8	Producer Support Organization implements procedures to ensure that any changes to C.A.F.E. Practices Standard requirements, and the timelines within which such changes take effect, are communicated to all producer members in a timely manner.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>To evaluate PS-M1.8, inspectors must validate that a procedure exists for communicating changes to the program, that it is implemented, and that the mechanisms for communicating changes are capable of reaching all producers. Inspectors must also confirm that the dates the changes take effect align with the date of disclosure.</p> <p>For a Comply assessment, change disclosure records can list the topics addressed in a general manner, including all topics reported with changes, and do not need to list each of the Standard indicators.</p>				

PS-M1.9	Producer Support Organization actively shares and explains C.A.F.E. Practices verification results, including recommended improvements, within 12 months of receiving them and with at least 30% of participating producers.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>Inspectors must confirm with producers during interviews that verification results and recommendations for improvement were shared, as well as assess the dissemination methodology and mechanism for explaining the results.</p> <p>Inspectors must assess whether results were shared within the 12-month timeframe (the time between the date of delivery of verification results to the PSO and the last date of dissemination to producers) and that the baseline percentage (30%) covers all farms in the application and not just those within the verification sample.</p>				

PS-M1.10	Producer Support Organization holds at least one annual planning meeting with producers representing the application to develop a written annual work plan that details which C.A.F.E. Practices activities are to be done in the coming year, taking into account verification results.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>This indicator may be evaluated Not Applicable for the case of the first verification.</p> <p>The PSO may find the need to hold several meetings to cover distant geographic areas.</p> <p>Through document review, inspectors must verify that at least one meeting was held between the PSO and the producers’ representatives and confirm that the results of the last verification were integrated into the work plan developed thereafter.</p>				

PS-M1.11	Following the initial verification, the Producer Support Organization ensures that each producer receives an onsite internal inspection at least once during the validity period.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>This indicator may be evaluated Not Applicable for the case of the first verification.</p> <p>Each producer must receive an on-site internal inspection at least once during the 4-year validity period following the initial verification, which must be carried out in accordance with the internal procedures of the PSO.</p> <p>Inspectors need to verify when internal inspections have been initiated, what percentage of inspections have been carried out by the date of the visit, and confirm that, by the fourth verification, the schedule shows that 100% of the inspections will have been completed.</p>				

PS-M1.12	Producer Support Organization documents follow-up corrective actions carried out after the identification of nonconformities with C.A.F.E. Practices Standard indicators during internal inspections.					
Large Farms		Small Farms		Processors	Warehouses	PSO
Major			N/A option		Documentation Required	
This indicator is contingent on internal inspections and is applicable as soon as these have been initiated. Inspectors must review corrective actions to confirm that they are documented and concern Non-Comply evaluations identified in internal inspections. Inspectors must also confirm that Non-Comply evaluations and corrective actions correspond to the application verification cycle and the applicable year.						

PS-M2: Grievance Mechanism

PS-M2.1	Producer Support Organization provides information about and access to a grievance mechanism to all producers in the application, which is managed by a committee that receives, documents, analyzes, and responds to complaints related to the scope of C.A.F.E. Practices 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 its complainants.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor		N/A option		Documentation Required
<p>The PSO must demonstrate that effective support is provided for complaints received to be addressed and have them resolved in a timely manner. Some cases may require additional time or resources that are not available in the short term, so it is important to clearly indicate how these cases will be handled.</p> <p>To ensure accessibility, different channels should be made available through which grievances can be submitted, both electronically and non-electronically. The grievance mechanism can be internally operated, outsourced to a third party, or operated by another supply chain partner (e.g., customer), as long as it is accessible and meets the criteria in the indicator. The PSO should be able to provide documentation showing the operation and effectiveness of the grievance mechanism, although the specific documents would vary depending on the design and operator of the mechanism.</p> <p>The grievance mechanism must include at least the following attributes:</p> <ul style="list-style-type: none">• A designated committee responsible for receiving, analyzing, and responding to submitted grievances. It must be ensured that there is no conflict of interest. For example, if the complaint is about a committee member, that member must abstain from participating in the review.• An established frequency (e.g., weekly) to check on grievances submitted and a clearly established timeline to respond after receipt of a grievance.• Whether received verbally or in writing, all grievances are documented and specify the nature of the complaint.• All responses to submitted grievances are documented. Responses should include items such as actions taken, responsible person/s, and follow-up monitoring.• Procedures to ensure that grievances may be submitted anonymously.• Channels that allow for illiterate producers to use the grievance mechanism.• Procedures to ensure that any complaint filed will be kept confidential. <p>Corroborating through interviews with producers, inspectors must confirm that the grievance mechanism has been disclosed and is accessible to ALL producers. Inspectors must determine how the grievance committee operates and, if there have been complaints, follow up on a sample of cases to assess their handling, management and response. If possible, inspectors should carry out tests of their own: for example, Does the telephone line/QR code work?, Is personal data requested?, Who has access to the grievance records?, Is there a mailbox or other device to collect written complaints?, etc.</p> <p>In some cases, the grievance mechanism may be operated by a third party, other than the PSO (for example, a grievance mechanism managed by the exporter). In such cases, the inspector must confirm that it is operational and meets all the requirements of the indicator, and that it has been implemented</p>				

effectively. Inspectors must confirm through verifiable evidence and as reported via producer interviews, and if necessary, visiting the third-party site.

Through the grievance mechanism, information may be received on issues that require intervention by legal authorities or public entities—for example, when complaints are filed on issues related to labor disputes, situations of domestic violence, forced labor issues, among others. In these cases, while the mechanism will be a support tool, the relevant legal requirements will be appealed to and resolution may not depend directly on the PSO or its representatives.

PS-T1: Traceability and Tracking Systems

PS-T1.1	Systems are in place to track C.A.F.E. Practices coffee from producers to export, and to maintain its segregation from non-C.A.F.E. Practices coffee(s).			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Minimum evidence required: <ul style="list-style-type: none">• Description of methods for keeping C.A.F.E. Practices coffee physically separate from non-C.A.F.E. Practices coffee (e.g., bag labels; storage areas; separate processing runs, etc.);• System of documentation used for ensuring C.A.F.E. Practices coffee is separate from non-C.A.F.E. Practices coffee (e.g., receipts; invoices; weigh-bridge tickets, etc.); and,• Information about entities in the C.A.F.E. Practices supply chain (activities carried out, coffee flows, own documentation, subcontractors, among others), including farms and intermediaries, as well as any other entity that handles coffee (e.g., collectors or farmer delegates that may collect coffee from farms and deliver it to wet mills).				
Evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• Deficiencies in the system of documents or physical segregation that lead to mixing of C.A.F.E. Practices and non-C.A.F.E. Practices coffee.				
Inspectors must evaluate the system for tracking C.A.F.E. Practices program coffee. They must validate whether physical and documentary traceability exists, reviewing a sample of records to validate the implementation of the procedures. During walk-throughs, interviews, and observation of processes, inspectors must verify the clear identification and segregation of C.A.F.E. Practices coffee from non-C.A.F.E. Practices coffee, confirming that what is in the procedures coincides with what is observed .				
In certain cases, an application might incorporate collectors. Collectors are individuals who aggregate coffee from producers in the application before delivering it to a mill for processing and are within the scope of the C.A.F.E. Practices verification. Their practices must be evaluated within the scope of PS-T1.1, unless they can be defined as a warehouse, in which case procedures for submitting a supply chain discrepancy must be followed.				

PS-T1.2	Producer Support Organization maintains a list of C.A.F.E. Practices producers that is accurate at the time the application was submitted for verification.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance	N/A option		Documentation Required	
Minimum evidence required: <ul style="list-style-type: none">• Date when the producer list was most recently updated; and• Specific discrepancies between the list of producers in the approved C.A.F.E. Practices application and the list encountered at the PSO. <p>Inspectors must validate that the PSO maintains a list of producers in the program and that it matches the one submitted for verification. Inspectors must thoroughly review the producer list to verify that it matches the application submitted for verification, and make a point of reviewing producer entries and withdrawals.</p> <p>The list in the C.A.F.E. Practices application may not always match the total membership list of the entity representing the PSO (e.g., cooperative, association, or other). Differences between the full list of the cooperative or association and the C.A.F.E. Practices membership list do not automatically mean that the indicator is not met, but the application must include all C.A.F.E. Practices members of the cooperative or association. The cooperative or association must have a specific list of C.A.F.E. Practices producers and understand who participates; if this list is different than the general list of producers, the cooperative or association must track this coffee separately through harvesting and processing.</p> <p>If the list of producers found in the PSO does not match the one submitted for the verification, and it is confirmed that it was not updated before the application was submitted to Starbucks (referencing the date of the First Response Letter if necessary), then this indicator should be assessed as Non-Comply. In addition, a supply chain discrepancy notification should be sent by the verifier according to the protocol in the Operations Manual.</p> <p>Coffee from producers added to the member list after the end of a verification must be segregated from C.A.F.E. Practices coffee until the following year’s verification. It may be provisionally collected as C.A.F.E. Practices coffee but can only be sold as such if the application includes all of these new members and the validity of the application is confirmed.</p>				

PS-T1.3	Producer Support Organization maintains an updated schematic diagram of the supply chain, which records flows of coffee from producers to point of export.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor	N/A option		Documentation Required	
<p>The flow chart can be contained or identified in multiple documents, as long as all actors that are part of the supply chain and are responsible for coffee at some point in the process are included. It is not necessary to identify the actors by name, but by type. The diagram must include the flow of coffee from producers to the point of export and be updated every time that actors are included or leave the supply chain.</p> <p>Inspectors must review the entities included in the application and verify that all sites, entities, and stages through which the coffee passes are identified within the flow diagram, including actors that do not have their own entity code (such as collectors). Inspectors will then validate through field visits.</p>				

PS-T1.4	Annually, prior to the start of harvest, Producer Support Organization carries out projections of coffee yields for producers in the application following a documented procedure.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>To evaluate this indicator as Comply, it must be verified that annual harvest projections are being carried out before the start of the harvest and that there is a documented procedure for determining yield. If there are two harvests in the area where the farm is located, the projections must take into account both harvests. However, only one projection is needed per entity.</p> <p>An acceptable procedure cannot be based solely on production averages or allocation of fixed volumes per unit area, without considering historical data and conditions specific to the area and entities in the application. The projection procedure is expected to consider and define relevant aspects, which may include but are not limited to:</p> <ul style="list-style-type: none">• Time or moment at which the projection is made;• Sampling approach;• Tree density;• Age of the coffee plantations.• Variety• Production history• Conversion factors from cherry to parchment <p>In addition, the PSO must take into account areas under renovation and new plantings.</p> <p>Inspectors must review the harvest calendar with the PSO and review the date of the harvest projections. Additionally, inspectors must select a random sample of some projections and evaluate how the procedure was applied. Where possible, inspectors should compare projected data for the selected sample of farms with the actual conditions observed during inspections.</p>				

PS-T1.5	Producer Support Organization implements a system that monitors the sales made by the producers in the application to ensure sales volumes are feasible based on the farms' estimated production.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>This indicator is closely related to PS-T1.4, as it is the following step in terms of transparency and traceability of volumes entering the C.A.F.E. Practices supply chain.</p> <p>Inspectors must assess how the monitoring system has been implemented and follow up on a sample of entities that have sold coffee, comparing among volumes sold, volumes received, and volumes estimated. Inspectors should also compare sales information in the PSO with the records found on the sampled farms.</p>				

PS-T1.6	When sales volumes exceed production estimates, Producer Support Organization takes appropriate action.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>The PSO must define the appropriate actions to be implemented, in the event that sales from producers exceed production estimates. These measures may be related to improving the methodology for estimating harvest, visiting farms to establish technical reasons for increases in volume (e.g., changes in farm management or crop management, areas under renovation that have recently entered into production, purchase of cultivated land, etc.), or conducting careful reviews of the traceability for coffee coming from the entity, among others. It is important that the measures taken are not generic and are adapted to the particular circumstances of each entity concerned.</p> <p>Inspectors must evaluate estimates of production against sales of coffee for a sample of farms. If they identify those volumes exceeded estimates, it is necessary to evaluate the measures taken and if the measures were appropriate for each case.</p>				

PS-T1.7	Each producer in the supply chain receives a receipt for coffee purchased.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance	N/A option		Documentation Required	
Minimum evidence required: <ul style="list-style-type: none">• Description of the receipt system that is used;• Information from farms that were visited during the verification and whether receipts were observed; and,• Explanation of system for coffee purchases, if no receipts are issued. <p>Inspectors must verify that there is a system to issue receipts for all sales and that PSO documentation corresponds with what the producers have.</p>				

PS-L1: Child Labor

PS-L1.1	All applicable Producer Support Organization personnel have received training on C.A.F.E. Practices requirements and local legislation related to child labor and procedures for preventing, detecting, evaluating, and remediating child labor.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>In order to achieve a better understanding and implementation of measures against child labor, PSO staff must have received comprehensive training on the subject with relevant, appropriate and up-to-date information, which must include at least the requirements of the indicator.</p> <p>Inspectors should assess whether the training provided covers the topics required by the indicator and addresses existing and updated legislation on child labor. Inspectors must understand how relevant staff were identified and validate that all have been trained, including new workers that the PSO considers relevant. Inspectors should also cross-check existing legislation and C.A.F.E. Practices documents related to child labor with the material that was presented in trainings.</p>				

PS-L1.2	Producer Support Organization carries out a risk assessment to determine if there is a risk for child labor among the farms in the application.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>The C.A.F.E. Practices Standard does not establish a specific methodology for this assessment. Those responsible for carrying out the assessment must be aware of the legislation applicable to the hiring of minors, the systems of production, the dynamics of the workforce in the region, and hiring mechanisms on the farms. The PSO may also decide to assign the assessment to an independent entity or person, provided that the specific risks for the application are addressed and there is knowledge about the production system and workforce dynamics on the farms.</p> <p>Inspectors must validate that a risk assessment exists for the application and that the level of risk for child labor has been determined. A comprehensive assessment document must be presented, beyond just the results or conclusions. The risk evaluation must clearly define the potential risk of child labor within the application's farms and ensure that the analysis encompasses all member producers associated with the application.</p> <p>Inspectors must verify that the child labor risk assessment corresponds to what was found during farm inspections. It is also necessary to validate that the information is not generic and is tailored to the particularities of the application.</p> <p>If, during the verification, the inspector identifies that the PSO has concluded that there is no risk of child labor in the application, it is necessary to inquire about the methodology used and the sources of information to reach this conclusion.</p>				

PS-L1.3	In cases where child labor is found to be a risk, Producer Support Organization has developed and implemented a child labor monitoring and remediation plan.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>Based on the results obtained from the risk assessment and the identified risk factors, the PSO will define and implement a plan for monitoring and remediation. Within the plan, it must be possible to identify the tools, financial resources, times, supporting activities, priorities, and responsible parties needed on order to achieve the designated objectives.</p> <p>Implementation of the plan means that specific activities corresponding to the identified risk level have been defined and execution deadlines, responsibilities and expected results have been assigned. The PSO is also expected to document the applicable procedures (e.g., remediation procedures), the actions carried out and the follow-up, as part of the evidence of compliance with the indicator.</p> <p>To assess compliance with the indicator, inspectors must verify that the results of the risk analysis are available, the risk level has been established, and that a monitoring and remediation plan is in place, if applicable. Inspectors should review which entities were identified as having a higher risk and why, and whether the risk has materialized, in order to assess the monitoring or remediation mechanisms in place. If entities are identified with remediation plans in place, some of them should be included in the sample of entities to be verified, if possible.</p>				

PS-S1: Soil Health

PS-S1.1	Producer Support Organization has a detailed soil management plan that includes erosion reduction strategies.					
Large Farms		Small Farms		Processors	Warehouses	PSO
Minor		N/A option			Documentation Required	
Inspectors must verify that the plan contains all the necessary elements for soil management and that the erosion control strategies are applicable to the member producers associated with the application. This will be validated during farm walk-throughs and interviews with the producers.						

PS-P1: Agrochemical Management and Recordkeeping

PS-P1.1	Producer Support Organization does not buy, distribute, or apply pesticides classified under the World Health Organization as Type 1A Extremely hazardous or 1B Highly hazardous , or that are banned according to national, regional, or local laws.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Zero Tolerance		N/A option		Documentation Required
Evidence required for Non-Comply evaluation: <ul style="list-style-type: none">• Active ingredient of illegal or prohibited pesticides used;• Purpose for use of illegal or prohibited pesticides;• Duration of time that illegal or WHO-listed pesticide has been in use;• Legal reference (if applicable) or specification of whether pesticide is listed as Type 1A or 1B; and,• Number of producers in the farm sampled who received prohibited pesticide(s). <p>Inspectors must assess whether the PSO purchases, distributes or applies pesticides and, if so, what the pesticides are. This information must be cross-checked during field inspections on producers. Inspectors should further determine whether the organization to which the PSO belongs (e.g. cooperative, association, exporter) sells, distributes or applies pesticides prohibited by the program.</p> <p>PSOs must ensure that the reference lists used to define the products that can be sold or supplied to the producers are up to date.</p>				

PS-P1.2	Producer Support Organization does not buy, distribute, or apply any pesticides belonging to the neonicotinoid family.					
Large Farms		Small Farms		Processors	Warehouses	PSO
Major		N/A option			Documentation Required	
Per the requirements of this indicator, the scope of prohibitions on buying, distributing, or applying pesticides belonging to the neonicotinoid family extends to the PSO only. It is important for inspectors to distinguish between the PSO and any other organization with which it is affiliated (e.g., a cooperative, association, or exporter), which may maintain distinct warehouses for the sale of agricultural products or inputs, to determine the entity responsible for the purchase and distribution of pesticides to C.A.F.E. Practices group members.						

PS-P1.3	Producer Support Organization keeps records of all purchases, distribution, or sales of pesticides, including dates, product name, product formulation, active ingredients, quantity, and supplier.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Major	N/A option		Documentation Required	
<p>Inspectors must verify that there are records of purchase, distribution, and/or sale of pesticides and that the records contain all required information. If there are sale points managed by the PSO, inspectors must randomly track products sold to some of the application’s producers and compare them with the records. Records should include the producers who receive these products, and inspectors should corroborate this information during their interviews with the producers.</p> <p>Product formulation refers to its form, liquid, powder, gas.</p>				

PS-P2: Agrochemical Storage

PS-P2.1	If Producer Support Organization buys, distributes, or applies agrochemicals, all agrochemicals are stored in an adequately ventilated and lit place with controlled access separate from food products, common areas, and dangerous or flammable substances, like gasoline and paint.			
Large Farms	Small Farms	Processors	Warehouses	PSO
Minor		N/A option		Documentation Required
<p>This indicator is broader than that applicable to farms, as it also encompasses fertilizers.</p> <p>Inspectors must evaluate whether adequate conditions exist for the storage of agrochemicals (including fertilizers), focusing on how they are separated from areas of continuous human activity and removed from possible interactions with food and other substances, and how access to the storage location is controlled.</p>				

Appendix – Indicator overview

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
Economic Accountability											
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.	Major	✓		✓	✓	✓		✓		✓
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).	Minor	✓		✓	✓	✓		✓		✓
Social Responsibility											
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. 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.	Zero Tolerance	✓	✓	✓	✓	✓				✓
SR-H1.2	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. 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.	Zero Tolerance	✓	✓	✓	✓	✓				✓

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
SR-H1.3	All wages are paid regularly to all workers as required by law, but at least monthly.	Zero Tolerance	✓	✓	✓	✓	✓				✓
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.	Major	✓		✓	✓	✓		✓		✓
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.	Minor	✓		✓	✓	✓		✓		✓
SR-H1.6	The rate of overtime payment, including pay by productivity, meets that established by law.	Zero Tolerance	✓	✓	✓	✓	✓				✓
SR-H1.7	If overtime pay has not been established by law, overtime is calculated at 150% of regular pay.	Major	✓	✓	✓	✓	✓				✓
SR-H1.8	Any in-kind payments are itemized in writing by product, quantity, average price, and frequency of distribution.	Major	✓		✓	✓	✓		✓		✓
SR-H1.9	Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.	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.	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.	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.	Major	✓	✓	✓	✓	✓		✓*	Documentation not required for small farms	✓
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.	Major	✓	✓	✓	✓	✓		✓*	Documentation not required for small farms	✓
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.	Major	✓	✓	✓	✓	✓				✓
SR-H3.2	Financial disciplinary penalties are not taken against workers, unless legally required.	Zero Tolerance	✓	✓	✓	✓	✓				✓

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
SR-H3.3	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.	Zero Tolerance	✓	✓	✓	✓	✓				✓
SR-H3.4	Management enforces a policy that prohibits the use of forced, bonded, indentured, convict, or trafficked labor (ILO Conventions 29, 97, 105 and 143).	Zero Tolerance	✓	✓	✓	✓	✓		✓*	Written policy required for large farms, mills, and warehouses with more than 5 employees	
SR-H3.5	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).	Zero Tolerance	✓	✓	✓	✓	✓		✓*	Written policy required for large farms, mills, and warehouses with more than 5 employees	
SR-H3.6	Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition of employment.	Zero Tolerance	✓	✓	✓	✓	✓				✓
SR-H3.7	Employer enforces a policy of prohibiting any type of discrimination, including, but not limited to, those described in ILO Convention 111.	Zero Tolerance	✓	✓	✓	✓	✓		✓*	Written policy required for large farms, mills, and warehouses with more than 5 employees	
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.	Major	✓		✓	✓	✓				✓
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.	Major	✓		✓	✓	✓		✓		
SR-H4.2	Entity displays a written policy prohibiting child labor.	Major	✓		✓	✓	✓		✓		
SR-H4.3	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).	Zero Tolerance	✓	✓	✓	✓	✓				

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
SR-H4.4	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).	Zero Tolerance	✓	✓	✓	✓	✓		✓*	Documentation not required for small farms	✓
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.	Zero Tolerance	✓		✓	✓	✓				✓
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.	Zero Tolerance	✓		✓	✓	✓				✓
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.	Zero Tolerance	✓		✓	✓	✓				✓
SR-C1.4	Families with children under the age of 18 occupy rooms separate from other families or workers. Each room is equipped with a door that can be locked from the inside.	Zero Tolerance	✓		✓	✓	✓				✓
SR-C1.5	Adequate sanitary facilities, in sufficient number, must be provided for workers and their families within worker housing areas. Appropriate sanitary facilities for women are required for female occupants.	Zero Tolerance	✓		✓	✓	✓				✓
SR-C1.6	In the case of occupants unaccompanied by children under the age of 18, each must have a bed available for their individual use.	Zero Tolerance	✓		✓	✓	✓				✓
SR-C1.7	Workers living on-site are provided with access to safe storage for their belongings.	Minor	✓		✓	✓	✓				✓
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.	Major	✓		✓	✓	✓				✓
SR-C1.9	Worker housing has buffer zones of 10 meters minimum width from any agricultural productive area, and/or a live barrier that prevents agrochemical exposure to workers and their families.	Minor	✓								✓
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.	Minor	✓		✓	✓	✓				✓
SR-C2.1	Workers are provided with convenient and free access to safe drinking water at the worksite.	Zero Tolerance	✓	✓	✓	✓	✓				✓

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
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.	Major	✓	✓	✓	✓	✓				✓
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.	Minor	✓		✓	✓	✓		✓		✓
SR-C3.2	Entity has a sufficient number of readily accessible, well-equipped, and not expired first-aid kits on site.	Minor	✓		✓	✓	✓				
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.	Minor	✓		✓	✓	✓		✓		✓
SR-S1.1	Minors and pregnant women are prohibited from handling or applying agrochemicals, operating heavy machinery, and/or heavy lifting.	Zero Tolerance	✓	✓	✓	✓	✓				
SR-S1.2	Employer provides appropriate Personal Protective Equipment (PPE) to all applicable workers at no cost.	Major	✓	✓	✓	✓	✓				✓
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.	Minor	✓	✓	✓	✓	✓				✓
SR-S1.4	Anyone who handles, mixes, or applies pesticides has convenient access to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.	Minor	✓		✓	✓	✓				✓
SR-S1.5	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.	Minor	✓	✓	✓	✓	✓				✓
SR-S2.1	Before commencing work, all new workers receive basic safety instructions that cover emergency protocols and safety measures for minors, if applicable.	Minor	✓	✓	✓	✓	✓				✓

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
SR-S2.2	Health and safety training occurs for all permanent workers 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.	Minor	✓		✓	✓	✓		✓		✓
SR-S3.1	All workers are provided with a safe working environment.	Major	✓		✓	✓	✓				✓
SR-S3.2	Management assesses, tracks, and minimizes workplace hazards and risks.	Minor	✓		✓	✓	✓				
SR-S3.3	All equipment used by workers is properly maintained and safe to use.	Major	✓		✓	✓	✓				✓
SR-S3.4	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.	Minor	✓		✓	✓	✓				✓
SR-S3.5	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.	Minor	✓		✓	✓	✓		✓		✓
SR-S3.6	Entity has sufficient, appropriate, and readily accessible fire extinguishing tools, which are regularly inspected and maintained.	Minor	✓		✓	✓	✓				
SR-S3.7	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.	Major	✓		✓	✓	✓		✓		✓
SR-S3.8	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.	Minor	✓		✓	✓	✓		✓		✓
SR-M1.1	Management policies recognize workers' rights to organizing and/or collective bargaining, as allowed by national laws and international obligations.	Minor	✓		✓	✓	✓		✓		✓
SR-M2.1	There are regular meetings between management and workers or workers' representative(s) to improve working conditions.	Minor	✓		✓	✓	✓				✓
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.	Major	✓		✓	✓	✓				✓

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
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.	Minor	✓		✓	✓	✓		✓		✓
SR-M2.4	Producer provides workers with information about the grievance mechanism provided through the Producer Support Organization and how to access it.	Minor		✓							✓
SR-M3.1	The entity demonstrates legitimate land use rights.	Major	✓	✓					✓*	Documentation not required for small farms	
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.	Zero Tolerance	✓	✓	✓	✓	✓	✓			
SR-M4.2	No form of bribery is offered to Starbucks or its designated representatives.	Zero Tolerance	✓	✓	✓	✓	✓	✓			
SR-M4.3	Entity demonstrates a commitment to continuous improvement and engages in the improvement process.	Zero Tolerance	✓	✓	✓	✓	✓	✓		Evaluated by Starbucks	✓
Environmental Responsibility: Coffee Growing											
CG-W1.1	Buffer zones exist next to at least 25% of the total area of all permanent water bodies in the productive area; buffers are at least 5 meters in width (measured horizontally from the high-water mark to the base of any coffee tree), exclude all cultivation, and are composed of vegetation.	Minor	✓	✓							✓
CG-W1.2	Buffer zones exist next to at least 25% of the total area of all of seasonal and intermittent (temporary) water bodies in the productive area; buffers are at least 2 meters in width (measured horizontally from the high-water mark to the base of any coffee tree), exclude all cultivation, and are composed of vegetation.	Minor	✓	✓							✓
CG-W1.3	No agrochemicals are applied within 5 meters of any permanent water body within the productive area.	Minor	✓	✓							✓
CG-W1.4	No agrochemicals are applied within 2 meters of any temporary water body within the productive area while there is water present.	Minor	✓	✓							✓
CG-W1.5	Nematicides are not applied within 20 meters of any water body within the productive area.	Minor	✓								✓
CG-W1.6	Farm waste and garbage sites are located at least 100 meters from any water body.	Minor	✓	✓							

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
CG-W2.1	If mechanical irrigation is used, farm management demonstrates an understanding of local water conditions or stress factors and irrigates based on clearly identified needs.	Minor	✓								✓
CG-S1.1	Farm management demonstrates knowledge of farm areas at risk of erosion and is able to communicate and/or identify on a map the areas at high risk of erosion (considering such factors as slope, soil type, and concavity).	Minor	✓	✓							
CG-S1.2	Farm management has knowledge about measures to minimize surface erosion.	Minor	✓	✓							
CG-S1.3	At least 25% of productive area with slopes of less than 20% is covered by shade trees, and/or a layer of mulch, and/or cover crops/vegetation.	Minor	✓	✓							✓
CG-S1.4	On at least 25% of the productive area with slopes between 20% and 30%, contour lines, bench terraces, and/or staggered rows of coffee trees (quincunx patterns) are established, in addition to the preventive soil erosion measures identified in CG-S1.3.	Minor	✓	✓							✓
CG-S1.5	On at least 25% of the productive area with slopes over 30%, physical barriers (e.g., pruned branches, rocks) and/or living barriers (e.g., grasses, shrubs) are established, in addition to the soil erosion prevention measures identified in CG-S1.3 and CG-S1.4.	Minor	✓	✓							✓
CG-S1.6	At least 50% of roads or frequently used trails or footpaths are protected from erosion through proper drainage ditches and/or other control measures (including cover vegetation on surrounding area, etc.).	Minor	✓	✓							✓
CG-S2.1	At least 25% of the productive area is covered by a layer of organic matter (dead and decaying biomass, such as mulch, grass, leaves, branches, etc.) and/or nitrogen-fixing cover crops.	Minor	✓	✓							
CG-S2.2	Pruned branches, twigs, leaves, and other live barrier materials are mulched and/or left as a soil amendment.	Minor	✓	✓							
CG-C1.1	There has been no deforestation or conversion of natural ecosystems or primary forest to agriculture since January 1, 2004 within the entity.	Zero Tolerance	✓	✓							
CG-C1.2	There has been no conversion of forest to coffee production since December 31, 2020.	Zero Tolerance	✓	✓						Evaluated by Starbucks	
CG-C1.3	Any removal of native trees from the productive area is legally compliant.	Zero Tolerance	✓	✓							✓
CG-C1.4	Established native trees within the productive area are removed only when they constitute a human hazard, and/or if, after all options within the shade management plan have been exhausted, they continue to cause significant competition for existing coffee plants.	Minor	✓	✓							

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
CG-C2.1	Areas designated as legal reserves, conservation areas, or protected by law are preserved.	Zero Tolerance	✓	✓							✓
CG-C2.2	As required by applicable law, a portion of the total farm area is set aside as a conservation emphasis area.	Zero Tolerance	✓								✓
CG-C3.1	Hunting threatened or rare wildlife species and unauthorized collection of flora and fauna are not allowed on the property.	Major	✓	✓							
CG-P1.1	All agrochemicals used on the farm have been selected following agronomic recommendations.	Minor	✓	✓							✓
CG-P1.2	Farm does not use pesticides that are classified by the World Health Organization as Type 1A Extremely hazardous or 1B Highly hazardous, or that are banned according to national, regional, or local laws.	Zero Tolerance	✓	✓							
CG-P1.3	Pesticides belonging to the neonicotinoid family are only used in cases where there are no other technically or economically viable alternatives and follow agronomic recommendations, which document application timeframe, formulation, dose, application method, and frequency.	Major	✓	✓					✓		✓
CG-P1.4	Pesticides belonging to the neonicotinoid family are applied in drench, outside of coffee flowering peaks, and in the absence of flowering weeds.	Major	✓	✓							✓
CG-P1.5	Farm keeps purchase records of pesticides, specifying date, product, product formulation, active ingredients, quantity, and supplier of purchase for each pesticide.	Major	✓						✓		✓
CG-P1.6	Farm maintains records of pesticide application specifying the date, product, product formulation, active ingredient, quantity, and location or area of the farm for each pesticide application.	Minor	✓						✓		✓
CG-P1.7	There are contingency procedures for handling pesticide spills and overexposure.	Minor	✓						✓		✓
CG-P1.8	Agrochemicals are mixed and spraying equipment is loaded in ventilated areas. If products are mixed in the field, precautions are taken, and procedures are in place to handle accidents, spills, or contamination.	Minor	✓						✓		✓
CG-P1.9	Spraying equipment is maintained in good working order and cleaned in the agrochemical storage or mixing areas after use.	Minor	✓								✓
CG-P1.10	Empty chemical containers are returned to the supplier, vendor, or other post-consumption collector; or, in the absence of these options, are triple rinsed, punctured, and appropriately disposed of to prevent further use or injury.	Major	✓	✓							✓

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
CG-P2.1	Pesticides are stored in a locked, adequately ventilated, and lit place with controlled access, separate from food products, common areas, and dangerous or flammable substances, like gasoline and paint.	Minor	✓	✓							✓
CG-P2.2	Pesticides that are stored have original manufacturer's labels and are clearly organized and separated according to toxicity and use	Minor	✓								✓
CG-P2.3	Pesticide storage site has adequate safeguards to control spills (e.g., impermeable floors, physical barriers to prevent external contamination).	Minor	✓								✓
CG-P3.1	Farm takes physical and timely action to control sources of infestation	Minor	✓	✓							
CG-P3.2	Farm implements an Integrated Pest Management (IPM) plan for monitoring for pests, diseases, and symptoms of nematode infestation.	Minor	✓						✓		
CG-P3.3	Training on IPM is provided to relevant workers, including locally relevant guidance on non-pesticidal methods for controlling coffee pests and weeds and managing diseases.	Minor	✓						✓		✓
CG-M1.1	Management has developed and is implementing a written C.A.F.E. Practices work plan, and improvement activities are tracked and documented.	Major	✓						✓		
CG-M1.2	Management holds at least one annual meeting with key personnel to discuss C.A.F.E. Practices improvement plans and activities.	Major	✓						✓		
CG-T1.1	If farm hires a contractor to transport coffee to a processor or warehouse, there is a system to track C.A.F.E. Practices coffee through transportation.	Major	✓						✓		✓
Environmental Responsibility: Coffee Processing											
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.	Major			✓						
CP-W2.1	Wastewater from pulping and washing is treated and managed in a way that does not contaminate the environment, including water bodies.	Minor		✓	✓						
CP-W2.2	If wastewater is discharged into a water body or a drainage system, wastewater tests are conducted and recorded for all exit points at least once during harvest at a time of high-volume processing. Tests meet established environmental regulatory norms.	Major		✓	✓				✓	Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.	✓*

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
CP-W2.3	In the absence of environmental regulatory norms, if wastewater is discharged into a water body or drainage system, wastewater tests are conducted and recorded for all exit points at least once during harvest at a time of high-volume processing. Tests meet the following parameters: <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) 	Minor		✓	✓				✓	Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.	✓*
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).	Minor			✓					Indicator should be evaluated "Not Applicable" for mills that process 3500 Kgs or less in green coffee.	✓*
CP-M1.1	Processing wastes, including waste solids from sedimentation ponds, are managed in such a way as to not contaminate the local environment.	Minor		✓	✓						
CP-M1.2	If skin, pulp, mucilage, lixiviates, and unacceptable cherries are not distributed to third parties for further processing or use, they are composted, left to decompose, or be processed by worms.	Minor		✓	✓						✓
CP-M1.3	Any hazardous wastes are identified, treated, and appropriately disposed of to prevent further use or injury.	Minor	✓	✓	✓	✓	✓				✓
CP-E1.1	Wood used for drying coffee comes from pruning of coffee, shade trees, responsibly managed forests, or other minimal impact harvests (e.g., salvage).	Minor			✓						✓
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.	Zero Tolerance			✓	✓	✓		✓*	No document required for integrated estates	
CP-T1.2	Entity has a system to confirm ownership before making any payments for coffee delivered.	Minor			✓	✓	✓		✓		✓
Producer Support											
PS-M1.1	Producer Support Organization designates an Internal Management System (IMS) administrator, defines the roles and responsibilities for each of the IMS staff positions, and keeps updated records of the personnel fulfilling these roles.	Major						✓	✓		

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
PS-M1.2	Producer Support Organization documents the procedures used to implement the internal management system (IMS), including the evaluation methods to be followed when assessing member producers against C.A.F.E. Practices Standard indicators.	Major						✓	✓		
PS-M1.3	Producer Support Organization documents conditions for member inclusion and exclusion as well as the mechanisms available to appeal these decisions.	Major						✓	✓		
PS-M1.4	Producer Support Organization maintains a map that accurately shows the location of each farm and other entities in the application (i.e., warehouses and processors) and includes all roads, medical centers, and schools that fall within the area covered by the map.	Minor						✓	✓		
PS-M1.5	Producer Support Organization develops and implements a risk management plan annually, which identifies the most significant risks for obtaining and/or continuing approval in the C.A.F.E. Practices program and details the actions followed to mitigate these risks.	Major						✓	✓		
PS-M1.6	Producer Support Organization actively shares and explains applicable C.A.F.E. Practices program requirements, including all Major and ZT indicators, with all participating producers.	Major						✓	✓		
PS-M1.7	Producer Support Organization maintains copies of written agreements or identification cards given to producers in their local language when they commit to implementing C.A.F.E. Practices requirements.	Minor						✓	✓		
PS-M1.8	Producer Support Organization implements procedures to ensure that any changes to C.A.F.E. Practices Standard requirements, and the timelines within which such changes take effect, are communicated to all producer members in a timely manner.	Major						✓	✓		
PS-M1.9	Producer Support Organization actively shares and explains C.A.F.E. Practices verification results, including recommended improvements, within 12 months of receiving them and with at least 30% of participating producers.	Minor						✓	✓		✓
PS-M1.10	Producer Support Organization holds at least one annual planning meeting with producers representing the application to develop a written annual work plan that details which C.A.F.E. Practices activities are to be done in the coming year, taking into account verification results.	Major						✓	✓		✓

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
PS-M1.11	Following the initial verification, the Producer Support Organization ensures that each producer receives an onsite internal inspection at least once during the validity period.	Major						✓	✓		✓
PS-M1.12	Producer Support Organization documents follow-up corrective actions carried out after the identification of nonconformities with C.A.F.E. Practices Standard indicators during internal inspections.	Major						✓	✓		✓
PS-M2.1	Producer Support Organization provides information about and access to a grievance mechanism to all producers in the application, which is managed by a committee that receives, documents, analyzes, and responds to complaints related to the scope of C.A.F.E. Practices 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 its complainants.	Minor						✓	✓		
PS-T1.1	Systems are in place to track C.A.F.E. Practices coffee from producers to export, and to maintain its segregation from non-C.A.F.E. Practices coffee(s).	Zero Tolerance						✓	✓		
PS-T1.2	Producer Support Organization maintains a list of C.A.F.E. Practices producers that is accurate at the time the application was submitted for verification.	Zero Tolerance						✓	✓		
PS-T1.3	Producer Support Organization maintains an updated schematic diagram of the supply chain, which records flows of coffee from producers to point of export.	Minor						✓	✓		
PS-T1.4	Annually, prior to the start of harvest, Producer Support Organization carries out projections of coffee yields for producers in the application following a documented procedure.	Major						✓	✓		
PS-T1.5	Producer Support Organization implements a system that monitors the sales made by the producers in the application to ensure sales volumes are feasible based on the farms' estimated production.	Major						✓	✓		
PS-T1.6	When sales volumes exceed production estimates, Producer Support Organization takes appropriate action.	Major						✓			✓
PS-T1.7	Each producer in the supply chain receives a receipt for coffee purchased.	Zero Tolerance						✓	✓		

Code	Indicator Language	Rating	Large Farm	Small Farm	Wet Processor	Dry Processor	Warehouse	PSO	Doc. Required	Additional Notes	N/A Option
PS-L1.1	All applicable Producer Support Organization personnel have received training on C.A.F.E. Practices requirements and local legislation related to child labor and procedures for preventing, detecting, evaluating, and remediating child labor.	Major						✓	✓		
PS-L1.2	Producer Support Organization carries out a risk assessment to determine if there is a risk for child labor among the farms in the application.	Major						✓	✓		
PS-L1.3	In cases where child labor is found to be a risk, Producer Support Organization has developed and implemented a child labor monitoring and remediation plan.	Major						✓	✓		✓
PS-S1.1	Producer Support Organization has a detailed soil management plan that includes erosion reduction strategies.	Minor						✓	✓		
PS-P1.1	Producer Support Organization does not buy, distribute, or apply pesticides classified under the World Health Organization as Type 1A Extremely hazardous or 1B Highly hazardous, or that are banned according to national, regional, or local laws.	Zero Tolerance						✓			
PS-P1.2	Producer Support Organization does not buy, distribute, or apply any pesticides belonging to the neonicotinoid family.	Major						✓			
PS-P1.3	Producer Support Organization keeps records of all purchases, distribution, or sales of pesticides, including dates, product name, product formulation, active ingredients, quantity, and supplier.	Major						✓	✓		✓
PS-P2.1	If Producer Support Organization buys, distributes, or applies agrochemicals, all agrochemicals are stored in an adequately ventilated and lit place with controlled access separate from food products, common areas, and dangerous or flammable substances, like gasoline and paint.	Minor						✓			✓