



Starbucks Coffee Company

C.A.F.E. Practices Version 3.4

Self-evaluation for Warehouses

Applicant Information

Application number (ID): _____

Entity name: _____

Entity code: _____

Contact person: _____ Gender: ☐ Male ☐ Female

Address: _____

Email: _____

Telephone: _____

GPS Latitude: _____ ° _____ ' _____ " (N) (S)

GPS Longitude: _____ ° _____ ' _____ " (E) (W)

Entity supported the costs of the verification? ☐ Yes, paid directly for the cost
☐ Yes, paid indirectly for the cost (e.g., deductions from sales of coffee; logistical support)
☐ No

Evaluation Information

Name of evaluator: _____

Date(s) of evaluation: _____

Person responsible for reviewing the report: _____

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

Evaluated during harvest? ☐ Yes ☐ No

Warehouse Information

Total annual processing/handling volume (Kg) based on inspection:	2 years prior to most recent completed harvest	1 year prior to most recent completed harvest	Most recent completed harvest*
Crop year (e.g., 2013/2014)	<input type="checkbox"/> Not Available	<input type="checkbox"/> Not Available	*required field
Cherry:	_____	_____	_____
Parchment:	_____	_____	_____
Green:	_____	_____	_____

Note: Annual processing/handling volume should represent the **actual** volume of the most recent completed harvest

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

Are other products handled or processed at the entity? ☐ Yes ☐ No
 If yes, please specify:

Flows:

Name(s) of mill(s) or warehouse(s) where coffee is sent: _____

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

Subject Area: Economic Accountability

Workers:

Entity uses labor intermediaries? ☐ Yes ☐ No

☐ External subcontracting agency

Type of intermediary (if applicable): ☐ Informal worker group leader/agent

☐ Other: _____

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

Number of children living on site: _____

Number of children of primary school age: _____ Number of children of secondary school age: _____

Criterion EA-IS1: Demonstration of Financial Transparency	
Indicators	Evidence/Justification
<p>EA-IS1.3 Entity keeps receipts or invoices for the coffee (cherry, parchment, green) it buys or sells.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply</p>	
<p>EA-IS1.4 Presented documents indicate: date, names of buyer and seller, unit of measure (volume or weight), price per unit, quantity, type of coffee (cherry, parchment or green).</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply</p>	<p><u>Receipts for:</u></p> <p><input type="checkbox"/> coffee purchased <input type="checkbox"/> coffee sold</p> <p><u>Documents include:</u></p> <p><input type="checkbox"/> dates <input type="checkbox"/> names of entities buying and selling <input type="checkbox"/> units of measure <input type="checkbox"/> price per unit <input type="checkbox"/> quantity of coffee <input type="checkbox"/> type of coffee <input type="checkbox"/> all of the above</p> <p><u>Source of Evidence:</u></p> <p><input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>

Subject Area: Social Responsibility

Criterion SR-HP1: Wages and Benefits

Indicators

Evidence/Justification

SR-HP1.1

ZERO TOLERANCE: All permanent workers are paid the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid the local industry standard wage.

If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

SR-HP1.10

EXTRA POINT: All permanent workers are paid **MORE** than the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid **MORE** than the local industry standard wage.

If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

Low-High range of payments per hr/day/wk:

Lowest payment: _____ per _____

Highest payment: _____ per _____

National wage/industry standard:

_____ per _____

Source of Evidence:

☐ Documentation: _____

☐ Interview: _____

SR-HP1.2

ZERO TOLERANCE: All temporary and seasonal workers are paid the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid the local industry standard wage.

If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

SR-HP1.11

EXTRA POINT: All temporary and seasonal workers are paid **MORE** than the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid **MORE** than the local industry standard wage.

If workers are paid by production, wages are higher than the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

Low-High range of payments per hr/day/wk:

Lowest payment: _____ per _____

Highest payment: _____ per _____

Pay by Productivity? ☐ Yes ☐ No

Payment per activity: _____ per _____

National wage/industry standard:

_____ per _____

Source of Evidence:

☐ Documentation: _____

☐ Interview: _____

SR-HP1.4

Management maintains complete written earning records for at least the past year, which itemize all: wages, overtime worked, and deductions.

For warehouses and mills, hours AND days worked must also be included in the records.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

Earnings records itemize:

☐ wages

☐ overtime worked

☐ deductions

☐ hours & days worked

Source of Evidence:

☐ Documentation: _____

☐ Interview: _____

<p>SR-HP1.5 Workers have access to their earnings records, which itemize all wages, overtime and deductions.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	
<p>SR-HP1.6 EXTRA POINT: Workers are given copies of earnings records, which itemize all wages, overtime and deductions.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	
<p>SR-HP1.3 ZERO TOLERANCE: Wages are paid regularly to all workers in cash, cash equivalent (check, direct deposit), or through in-kind payments (e.g., food), if legally permissible.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Type of payment: <input type="checkbox"/> cash <input type="checkbox"/> check <input type="checkbox"/> other: _____ Frequency of payment: <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> biweekly <input type="checkbox"/> monthly Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.7 Employer pays for any national, legally required benefits (social security, vacation, disability) for permanent workers.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>

<p>SR-HP1.8 Employer pays for any national, legally required benefits (social security, vacation, disability) for temporary and seasonal workers.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.9 Overtime pay meets national requirements. If workers are paid by production, overtime wages meet the local/regional/national requirements. If overtime pay has not been established by law, overtime is calculated at 150% of regular pay. If workers are paid by production, wages meet the above requirements.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Overtime worked? <input type="checkbox"/> Yes <input type="checkbox"/> No Overtime wages: _____ per _____ National requirement: _____ per _____ Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>
<p>SR-HP1.12 Where in-kind payments (e.g., food) are legally permissible, in-kind payments are agreed to by the employee and the employer, and itemized in writing by product, quantity, average price, and frequency of distribution.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____</p>

<p>SR-HP1.13 Time spent by workers in any required trainings and meetings is considered working time and workers are compensated at their normal rate.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p>SR-HP1.14 Financial disciplinary penalties are not assessed against workers.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p>SR-HP1.15 The use of continuous short-term employment contracts or the practice of terminating and then rehiring workers is not permitted as a means to avoid legal obligations related to wages and benefits.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p>SR-HP1.16 Workers are not required to pay a recruitment fee as a condition for employment.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>

<p>SR-HP1.17 <u>ZERO TOLERANCE:</u> Labor intermediaries are only used where legally permissible. Legal status of the intermediary can be demonstrated at the time of inspection. All necessary documentation from the labor intermediary is made available at the time of the inspection to support evaluation of relevant Social Responsibility indicators.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p align="center">Criterion SR-HP2: Freedom of Association/Collective Bargaining</p>	
<p align="center">Indicators</p>	<p align="center">Evidence/Justification</p>
<p>SR-HP2.1 Workers have either direct communication or a designated representative to communicate with management or employer.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p>SR-HP2.2 Workers are able to talk about workplace grievances with management or employer with no fear of reprisal.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>

<p>SR-HP2.3 Management policies recognize the workers' rights to organize and/or collectively bargain as allowed by national laws and international obligations.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p>SR-HP2.4 A workers' association or committee has been formed and governed by the employees, independent of management influence except where prohibited by law.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p>SR-HP2.5 There are regular meetings between management and employees or worker's representative to improve working conditions.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Frequency of meetings: _____meeting(s) per _____ Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p>SR-HP2.6 <u>EXTRA POINT:</u> If a workers' association or committee exists, a workers' association fund has been established to which management and workers contribute matching funds.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>See next page for related indicator.</p>

<p>SR-HP2.7 <u>EXTRA POINT:</u> If a workers' association fund has been established, workers have access to association fund to finance projects that improve living conditions for workers and their families.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Workers' association exists? <input type="checkbox"/> Yes <input type="checkbox"/> No Workers' association fund? <input type="checkbox"/> Yes <input type="checkbox"/> No Equal access to fund? <input type="checkbox"/> Yes <input type="checkbox"/> No Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p>SR-HP2.8 If allowed by law, and agricultural worker organizations are established in the coffee sector, a collective bargaining agreement exists between employees and employer.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>

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

Indicators

Evidence/Justification

SR-HP3.1

All workers do not work more regular hours (before overtime) per day or week than allowed by local law. If regular hours are not established, regular hours are considered as 8 hours per day, 48 hours per week.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

SR-HP3.3

All workers must not work more total hours (including overtime) in one day or week than allowed by local laws. If total hours have not been established by law, workers do not work more than 60 hours per week, except where a written agreement exists between workers and management.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

Regular hours per day/week/month/year:

____ hrs per ____ for full-time workers

____ hrs per ____ for temporary workers

Total hours per day/week/month/year:

____ hrs per ____ for full-time workers

____ hrs per ____ for temporary workers

Source of Evidence:

☐ Documentation: ____

☐ Interview: ____

SR-HP3.2

All permanent workers must have, as a minimum, the equivalent of one continuous 24 hour period off in each 7 day period, or longer if required by law, whichever is greater.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

of days off per 7 day period: ____

Source of Evidence:

☐ Documentation: ____

☐ Interview: ____

SR-HP3.4

If overtime work is required as part of the job, such requirements are clear at the time of hiring and recorded in writing and signed by the employee.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

Source of Evidence:

☐ Documentation: ____

☐ Interview: ____

SR-HP3.5

Hours worked on potentially hazardous activities (e.g., pesticide exposure, very heavy labor, etc.) are limited according to the law. If hours have not established by law, the activities are limited to six hours per day.

☐ **Comply** ☐ **Not Comply**

of hours worked per day on potentially hazardous activities: ____

Source of Evidence:

☐ Documentation: ____

☐ Interview: ____

SR-HP3.6

Employer has a paid sick leave program for **all permanent workers**.

☐ **Comply** ☐ **Not Comply** ☐ **Not Applicable**

Source of Evidence:

☐ Documentation: ____

☐ Interview: ____

<p>SR-HP3.7 Employer has an annual leave (vacation) program as required by law. If laws have not been established, annual leave for permanent workers is a minimum of ten working days per year (prorated in cases of less than one year of employment).</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p>SR-HP3.8 If workers do not take annual leave (vacation), employer can either allow vacation time to accrue or can pay wages for the equivalent amount of time accrued under the regular pay scale, where permissible by law.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____</p>
<p align="center">Criterion SR-HP4: Child Labor/Non-Discrimination/Forced Labor</p>	
<p align="center">Indicators</p>	<p align="center">Evidence/Justification</p>
<p>SR-HP4.1 <u>ZERO TOLERANCE:</u> Employer does not directly or indirectly employ any persons who are under the age of 14 or the legal working age (ILO Conventions 10 and 138).</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply</p>	<p>Age of youngest worker:____ Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p>SR-HP4.2 <u>ZERO TOLERANCE:</u> Employment of authorized minors follows all legal requirements, including, but not limited to, work hours, wages, education, working conditions, and does not conflict with or limit their access to education (ILO Convention 10).</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p><u>Evidence of authorization?</u> <input type="checkbox"/> note from parents/guardians <input type="checkbox"/> verbal agreement <input type="checkbox"/> other____ Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>

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

<p>SR-HP4.7 All workers are employed, promoted, and compensated equally based upon their ability to perform their job, and not on the basis of gender, ethnicity, religious or cultural beliefs.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p align="center">Criterion SR-WC1: Access to Housing, Potable Water and Sanitary Facilities</p>	
<p align="center">Indicators</p>	<p align="center">Evidence/Justification</p>
<p>SR-WC1.1 Permanent and temporary/seasonal workers living onsite have habitable housing.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p> <input type="checkbox"/> adequate ventilation <input type="checkbox"/> impermeable roof <input type="checkbox"/> lighting Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____ </p>
<p>SR-WC1.2 Employer provides workers with convenient access to safe drinking water.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p> <input type="checkbox"/> water testing <input type="checkbox"/> water boiled <input type="checkbox"/> spring/well with concrete cap <input type="checkbox"/> other method of purification: Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____ </p>
<p>SR-WC1.3 Worker housing has buffer zones, of 10 meters minimum width, from productive area and agrochemical storage facilities to prevent injury or agrochemical exposure to workers and their families.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p> Distance from productive area to worker housing:____meters Distance from agrochemical storage facilities to worker housing:____meters Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____ </p>

<p>SR-WC1.4 Workers have convenient access to sanitary facilities that do not contaminate the local environment.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p>SR-WC1.5 Garbage from housing and facilities provided by employer is removed either to a municipal waste dump or to a waste site located at least 25 meters from any worker housing.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Distance from waste dump to worker housing:____meters Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p align="center">Criterion SR-WC2: Access to Education</p>	
<p align="center">Indicators</p>	<p align="center">Evidence/Justification</p>
<p>SR-WC2.1 <u>ZERO TOLERANCE:</u> Children of legal school age who live onsite or accompany family members who are working onsite attend school.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>

<p>SR-WC2.2 If reasonable access to public education does not exist, primary school aged children of workers who live on-site have access to primary education, facilities and materials equal to national or regional requirements.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	
<p>SR-WC2.3 If reasonable access to public education does not exist, secondary school aged children of workers who live on-site have access to secondary education, facilities and materials equal to national or regional requirements.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p>SR-WC2.4 <u>EXTRA POINT:</u> Employer supports local schools with either in-kind donations or financial support.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p>SR-WC2.5 <u>EXTRA POINT:</u> Employer supports training or workshops for permanent/full-time workers on additional skills or trades (i.e. financial literacy, second language).</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>

<p>Criterion SR-WC3: Access to Medical Care</p>	
Indicators	Evidence/Justification
<p>SR-WC3.1 Employer has a medical care plan which includes transportation or a trained medical person (technical expert) is available in case of medical emergency.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p>SR-WC3.2 Employer provides sufficient, readily accessible, well equipped and not expired onsite first aid kits.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p>SR-WC3.3 <u>EXTRA POINT:</u> If there is convenient and accessible medical care, employer supports these facilities with either in-kind donations or financial support.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>

<p>SR-WC3.4 Employer contributes to the cost of general health services for all permanent workers.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	
<p>SR-WC3.5 <u>EXTRA POINT:</u> Employer contributes to the cost of general health services for all temporary/seasonal workers.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p>SR-WC3.6 Employer pays for all medical costs associated with documented work-related injuries and illnesses if not covered by other programs or services.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Worker injuries documented? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>

<p>Criterion SR-WC4: Worker Safety and Training</p>	
<p>Indicators</p>	<p>Evidence/Justification</p>
<p>SR-WC4.1 Employer provides appropriate Personal Protective Equipment (PPE) to all applicable workers at no cost.</p> <ul style="list-style-type: none"> • For farms: respirators with filters, goggles, rubber boots, water-proof gloves, impermeable clothing • For dry mills: goggles, ear plugs, masks <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>PPE for dry mill includes: <input type="checkbox"/> goggles <input type="checkbox"/> ear plugs <input type="checkbox"/> masks</p> <p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>
<p>SR-WC4.2 Anyone handling or applying agrochemicals and operating machinery uses the appropriate protective equipment.</p> <ul style="list-style-type: none"> • When applying pesticides, workers use respirators with filters, goggles, rubber boots, water-proof gloves, and impermeable clothing (SR-WC4.1). • When applying chemical fertilizers, workers use rubber boots, and if appropriate, gloves and protective goggles. <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____</p>

<p>SR-WC4.3 Health and safety training occurs for all workers at least once a year, free of charge, and during regular working hours. Training is documented including instructors, agendas and attendance.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	
<p>SR-WC4.4 Training covers, at a minimum: use of protective equipment, safe handling of hazardous materials, operation of equipment and personal safety and hygiene.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Health & safety training occurs _____ times per year</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>SR-WC4.5 For all enclosed work areas, there is a documented fire and emergency evacuation plan.</p> <p><i>Applicable to farms, mills, and warehouses.</i></p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
<p>SR-WC4.6 Management maintains written injury reports. The written injury reports include the type of injury, name of worker, time and date, and location of the accident.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Injury reports include:</p> <p><input type="checkbox"/> type of injury <input type="checkbox"/> name of worker</p> <p><input type="checkbox"/> time and date <input type="checkbox"/> location of accident</p> <p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

<p>SR-WC4.7 Management reviews accident and injury records at least annually and updates safety procedures and training materials to prevent accident and injury re-occurrence.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p>
<p>SR-WC4.8 Anyone who handles, mixes, or applies agrochemicals has convenient access to eye baths, soap, sinks for hand washing, showers, and clothes washing facilities.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>SR-WC4.9 Authorized minors (minors older than 14) and pregnant women are prohibited from handling or applying agrochemicals, operating heavy machinery and/or heavy lifting.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply</p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>
<p>SR-WC4.10 Entrance is prohibited to areas where pesticides were applied 48 hours prior without protective equipment.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply <input type="checkbox"/> Not Applicable</p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

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

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

Criterion CP-MT1: Management and Tracking Systems	
Indicators	Evidence/Justification
<p>CP-MT1.1</p> <p><u>ZERO TOLERANCE</u>: Entity has a system and is tracking C.A.F.E. Practices coffee from initial purchase through point of export.</p> <p><input type="checkbox"/> Comply <input type="checkbox"/> Not Comply</p>	<p>Source of Evidence:</p> <p><input type="checkbox"/> Documentation: _____</p> <p><input type="checkbox"/> Interview: _____</p> <p><input type="checkbox"/> Observation: _____</p>

sell

Self-evaluation