

Opening Meeting – Checklist

- ☐ Introduction
- ☐ Confidentiality statement
- ☐ Inspection plan
- ☐ Role of guides & observers
- ☐ Cannot give recommendations
- ☐ Photography authorization
- ☐ Documents for review
- ☐ Worker interviews
- ☐ Agricultural site visits
- ☐ Questions

Closing Meeting – Checklist

- ☐ Confidentiality statement
- ☐ Cannot give recommendations
- ☐ Initial findings explained
- ☐ ZT-NCs reported
- ☐ Documents not available noted
- ☐ Last opportunity to present additional evidence
- ☐ Next steps & reporting
- ☐ Questions



Starbucks Coffee Company

COCOA Practices *Version 3.3*

Field Notes for Producers

Applicant Information

Application number (ID):

Entity name:

Entity code:

Contact name and title:

Gender: ☐ Male
☐ Female

Address:

Town/Region/Country:

Email:

Telephone:

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

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

Verifier Information

Name of verification
organization:

Inspector(s) for this
verification:

Date(s) of the verification:

Person responsible for
completing this report:

Producer/ Farmer Information

Total Hectares: _____ Hectares dedicated to cocoa production: _____

Conservation Hectares: _____ Number of Water Bodies: _____

Total Annual Production Volume (Kgs) based on inspection:

Note: the annual volume yield should represent the **real** volume of the most recent completed harvest.

Dry Cocoa: _____

Flow:

The name(s) of the entity(ies) to which the COCOA Practices cocoa is sent:

Total volumes sent to each entity (dry cocoa, Kgs):

Type of worker	Total Number	Number of workers employed directly by the entity	Number of workers employed by labor agencies	Number of workers living on the ground
Full time workers:				
Part time/ seasonal workers:				

[illegible]This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

V3.3
September 2018

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September 2018

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Subject Area: Economic Accountability

EA-IS1: Demonstration of Financial Transparency		
Indicators	C/ NC/ NA	Indicators
EA-IS1.3 Entity verified maintains receipts or invoices for the cocoa it buys or sells. Receipts can be verified to correspond to actual transactions.	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
EA-IS1.4 Documents observed clearly indicate dates, names of buyer and seller, unit of measure (volume or weight), price per unit, quantity, type of cocoa (e.g. wet or dry).	C	<u>Source of Evidence:</u> <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

Worker name:			Age:
<input type="checkbox"/> permanent <input type="checkbox"/> temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

Worker name:			Age:
<input type="checkbox"/> permanent <input type="checkbox"/> temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

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Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

Worker name:			Age:
<input type="checkbox"/> permanent <input type="checkbox"/> temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

Subject Area: Social Responsibility

SR-HP1: Wages and Benefits		
Indicators	C/ NC/ NA	Evidence/Justification
SR-HP1.1 ZERO TOLERANCE: All permanent workers are paid the nationally or regionally established minimum wage. If minimum wages for permanent workers have not been established, all permanent workers are paid the local industry standard wage. If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	
SR-HP1.2 ZERO TOLERANCE: All temporary and seasonal workers are paid the nationally or regionally established minimum wage. If minimum wages for temporary/seasonal workers have not been established, all temporary/seasonal workers are paid the local industry standard wage. If workers are paid by production, wages meet the nationally or regionally established minimum wage, or, where minimum wage has not been established, the local industry standard wage.	C	Source of Evidence: <input type="checkbox"/> Documentation: _____ <input type="checkbox"/> Interview: _____ <input type="checkbox"/> Observation: _____
	NC	
	NA	

Indicators	C/ NC/ NA	Evidence/Justification
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.	C	
	NC	
	NA <u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____	

**SR-HP4: Child Labor/
Non-Discrimination/
Forced Labor**

Indicators	C/ NC/ NA	Evidence/Justification
SR-HP4.1 ZERO TOLERANCE: Employer does not directly or indirectly employ any persons who are under the age of 14 or the legal working age (ILO Conventions 10 and 138).	C	
	NC	
	NA <u>Source of Evidence:</u> <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____	

Worker Interviews

Worker name:			Age:
<input type="checkbox"/> permanent <input type="checkbox"/> temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

Worker name:			Age:
<input type="checkbox"/> permanent <input type="checkbox"/> temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

Worker name:			Age:
<input type="checkbox"/> permanent <input type="checkbox"/> temporary	Hours per day:	Payment period:	
Pay per day:	Overtime? <input type="checkbox"/>	Overtime Pay? <input type="checkbox"/>	Total Pay per Day:
Comments:			

Indicators	C/ NC/ NA	Evidence/Justification
SR-HP4.6 ZERO TOLERANCE: Workers do not surrender their identity papers or other original personal documents or pay deposits as a condition for employment.	C	
	NC	
	NA	

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

SR-HP6: Child Labor/ Forced Labor - Family Labor*
(*farms dependent on family labor)

Indicators	C/ NC/ NA	Evidence/Justification
SR-HP6.2 ZERO TOLERANCE: Children do not perform tasks defined as hazardous in ILO Convention 182, Article 3.	C	
	NC	
	NA	

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

Indicators	C/ NC/ NA	Evidence/Justification
CG-CB1.13 Where canopy cover does not exist at biologically significant levels, a plan exists to replant and rehabilitate the canopy over a subsequent 5-year period. Annual inspections can measure replanting progress.	C	
	NC	
	NA	

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

CG-CB3: Aires de conservacion

Indicators	C/ NC/ NA	Evidence/Justification
CG-CB3.1 ZERO TOLERANCE: No conversion of natural forest to agricultural production since 2007.	C	
	NC	
	NA	

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

Subject Area: Environmental Leadership

CG-WR1: Water Body Protection

Indicators	C/ NC/ NA	Evidence/Justification
CG-WR1.9 CRITERIA REQUIREMENT: There is no application of agrochemicals within 5 meters of any permanent water body.	C	
	NC	
	NA	

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

CG-CB1: Maintaining Shade Canopy

Indicators	C/ NC/ NA	Evidence/Justification
CG-CB1.4 At least 10% of the farm (including productive AND non-productive area) has canopy cover.	C	
	NC	
	NA	

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

SR-WC1: Access to Housing, Water and Sanitary facilities

Indicators	C/ NC/ NA	Evidence/Justification
SR-WC1.2 Employer provides workers with convenient access to safe drinking water.	C	
	NC	
	NA	
SR-WC1.4 Workers have convenient access to sanitary facilities that do not contaminate the local environment.	C	
	NC	
	NA	

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

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

SR-WC2: Access to Education

Indicators	C/ NC/ NA	Evidence/Justification
SR-WC2.1 <u>ZERO TOLERANCE:</u> Children of legal school age who live onsite or accompany family members who are working onsite attend school.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

SR-WC4: Worker Safety and Training

Indicators	C/ NC/ NA	Evidence/Justification
SR-WC4.2 Anyone handling or applying agrochemicals and operating machinery uses the appropriate protective equipment. • When applying pesticides, workers use respirators with filters, goggles, rubber boots, water-proof gloves, and impermeable clothing. • When applying chemical fertilizers, workers use rubber boots, and if appropriate, gloves and protective goggles.	C	Source of Evidence: <input type="checkbox"/> Documentation:____ <input type="checkbox"/> Interview:____ <input type="checkbox"/> Observation:____
	NC	
	NA	

SR-MS1: Management Systems

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